



**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 13, 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 January 23, 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, February 12, 2024, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Lease Agreement between the Port of Vancouver and 360 Sheet Metal, LLC
- 2) Approve Contract Amendment with WSP Consulting Engineers for Terminal Rehabilitation Improvement Program Consultant Design Services
- 3) Approve Contract with PBS Engineering and Environmental Inc. for Consultant Design Services for Renaissance Trail Segments Four and Five
- 4) Approve Public Works Contract for Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements
- 5) Approve Contract Amendment with KPFF Inc. for Engineering Design & Permitting Services for the Demolition and Replacement of Terminal 1 Dock Structures

F) UNFINISHED BUSINESS

1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	117334 – 117885	\$ 7,795,435.24
Electronic Payments	01/01/2024 – 01/31/2024	\$ 509,484.99
Payroll Voucher Numbers		\$ 711,207.09
Checks		
Direct Deposits	20001 – 20129	
	40001 – 40127	

I) CEO REPORT

1) Project Updates
2) Federal Legislative Priorities

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, February 12, 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, February 13, 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

02/13/2024

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the January 23, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 01/23/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the January 23, 2024, 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 ____

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, January 23, 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, January 23, 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

Regular Meeting of January 9, 2023

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the January 9, 2024, regular meeting.

OPEN FORUM

Commissioner LaBrant asked if anyone had signed up to speak during open forum. Executive Services Manager Michelle Allan 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.

**PUBLIC HEARING: COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS
AND INDUSTRIAL DEVELOPMENT – ACTION ITEM E-1**

Commissioner LaBrant opened the public hearing on Action Item E-1, Resolution 1-2024 to amend the Comprehensive Scheme of Harbor Improvements and Industrial Development.

Executive Services Manager Michelle Allan introduced Monty Edberg, Director of Engineering and Delivery Services who presented the action item and provided an overview of the comprehensive scheme and the proposed amendments. Port

Environmental Project Manager and SEPA Responsible Official Matt Harding advised the Board that no comments were received.

The port did not receive any requests to provide public comment on the comprehensive scheme, so after seeking questions by the Board, Commissioner LaBrant closed the public hearing.

ACTION ITEMS

E-1 Adopt Resolution 1-2022: Amend the Comprehensive Scheme of Harbor Improvements and Industrial Development for the Port of Vancouver USA

Monty Edberg, Director of Engineering & Project Delivery presented the action item and discussed the resolution with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners adopt Resolution 1-2024 to amend the Port of Vancouver's Comprehensive Scheme of Harbor Improvements and Industrial Development.

E-2 Approve Contracts with Kennedy Jenks and Floyd Snider for On-Call Stormwater Services

Matt Graves, Environmental Manager 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 authorize the CEO to execute a contract with Kennedy Jenks, for a not-to-exceed amount of \$810,000; and a contract with Floyd Snider for a not-to-exceed amount of \$200,000 to perform on-call stormwater services.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

Executive Services Manager Michelle Allan stated that there was no CEO Report today.

COMMISSIONERS REPORTS

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

- Meeting with port staff regarding the comprehensive scheme
- Meeting with Don Steinke
- Martin Luther King Breakfast

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

- Several Interstate Bridge Planning Meetings
- Pacific Northwest Waterways Association Monthly Meeting
- Meeting with CEO Marler

Commissioner LaBrant stated he attended the following event:

- Martin Luther King Breakfast

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Allan stated the next commission meeting would be held on Tuesday, February 13, 2024, at 9:30 a.m. 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 9:49 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, January 23, 2024, regular meeting was adjourned at 9:54 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, January 23, 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
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Business
Development

Mike Schiller

Title

APPROVED BY:

Chief Commercial Officer

02/13/2024

Alex Strogen

Title

Date

SUBJECT: Approve Lease Agreement between the Port of Vancouver and 360 Sheet Metal LLC

BACKGROUND:

This lease agreement supports the port's Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

360 Sheet Metal LLC is an HVAC ductwork designer, manufacturer and wholesaler located in Vancouver WA. They provide an array of services including basic 3D modeling to full BIM coordination for commercial projects and fabricating its own ductwork to order. 360 Sheet Metal carries a complete line of stock that can accommodate project needs from screws and sealants to split systems and pumps. 360 Sheet Metal would like to expand both its professional design services and fabrication footprint, as well as to remain in the community.

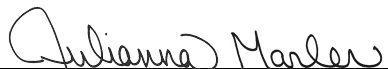
The purpose of this lease is to provide 360 Sheet Metal a 15-year lease effective June 1, 2024, with 2 options to extend for 5 years each in BL3300 Section A. The premises consists of 32,160 sf of warehouse space and 5,200 sf of office when constructed. Approximately 25 full time employees will transition to this location and 360 Sheet Metal will actively add additional employees when the office is complete, and the manufacturing space is up and running.

If approved, the value of this lease over the initial term is approximately \$6.5 million plus additional charges for leasehold excise tax, common area maintenance, building insurance and stormwater recovery fees. In consideration of this lease agreement the Port will design, permit, and build approximately 5,200 sf of new office space inside BL3300.

A portion of this revenue was included in the 2024 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement between the Port of Vancouver USA and 360 Sheet Metal LLC at BL3300 Section A, NW 32nd Ave.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes _____ No _____

Agenda

Item No. E-2

REQUEST FOR COMMISSION ACTION		PORT OF VANCOUVER USA	
REVIEWED BY:		Director of Engineering & Project Delivery	
Monty Edberg		Title	
APPROVED BY:		Chief Operations Officer	2/13/2024
Kent Cash		Title	Date
SUBJECT:		Approve Contract Amendment with WSP Consulting Engineers for Terminal Rehabilitation Improvement Program Consultant Design Services	

BACKGROUND:

This project supports the port Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy.

In 2018, the port developed a long-term terminal modernization plan called the Terminal Rehabilitation and Improvement Program (TRIP). The TRIP is a strategic approach to the maintenance, upgrades, and capital replacement of port terminal facilities. The purpose of this agreement is a multi-year agreement to maximize utilization of terminal assets, and advance design and construction elements of the TRIP program. The TRIP program is spanned over multiple years and will result in several separate projects and bid packages. Separate project schedules will be determined on current need and available budget and will be executed and funded in multiple engineering and construction phases.

On December 3, 2018, the port received proposals in response to a Request for Qualifications (RFQ). On April 23, 2019, the Board of Commissioners approved a Professional Services Agreement (PSA) with BergerABAM (now WSP Consulting Engineers), who was determined to be the most qualified consultant to perform the services, in the amount of \$2,372,000. The contract did not require amendments or approval of additional funds until 2023 when the Berth 8 & 9 Extension and Efficiency Improvements Project began.

The purpose of this project is to improve operational capacity at these connected berths and create a modern cargo handling facility capable of efficiently servicing modern freight vessels. On September 12, 2023, Amendment No. 1 was issued in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees in the amount of \$350,000 to complete services for the Berth 8/9 project for the year 2023 amending the master agreement amount to \$2,722,000.

The project proposes to lengthen and retrofit the dock to create a facility that can handle a much wider mix of cargo, including wind energy and bulk steel components and allow two vessels to be processed at each berth simultaneously. The project for Berths 8 and 9, to address current limitations, consists of the following project elements:

- Berth 9 Wharf Extension of 250 feet
- Dredge Prism Extension of 80 feet
- Berths 8 and 9 Wharf Apron Closure for safe and efficient cargo handling
- Upland Ground Improvements for seismic resilience
- Improved Stormwater Management
- LED Lighting upgrades
- Electrical Elements for future electrification of yard handling equipment, including mobile harbor cranes, and shore power for visiting vessels.

This contract amendment adds funds to support the work necessary for the implementation of the Berths 8 & 9 project with WSP, for \$636,588, which is specifically intended to only cover work expected to occur in 2024. Once this phase of the project is complete, bids for the construction contracts may be issued with targeted construction schedule to occur in 2026 and 2027.

Future amendments may be required to fully complete this or other projects and include continued design development, associated permitting, and construction support services. If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees.

This project is included in the 2024 approved Annual Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract amendment with WSP Consulting Engineers for \$636,588, including applicable Washington State Sales Tax, for a total contract amount not to exceed \$3,358,588 for the Terminal Rehabilitation Improvements Project.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ____ No ____

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	02/13/2024
Kent Cash		Title	Date
SUBJECT:	Approve Contract with PBS Engineering and Environmental Inc. for Consultant Design Services for Renaissance Trail Segments Four and Five		

BACKGROUND:

This project supports the Port's Strategic Plan goal to provide trails and public access opportunities on port properties and to support multi-modal transportation.

The project will facilitate an approximately 0.66-mile multi-use path which extends the Port of Vancouver's Renaissance Trail from NW Gateway Avenue to NW Old Lower River Road along NW Lower River Road. Trail segments four and five are anticipated to be designed in 2024 and constructed in 2025.

On February 17, 2023, the Port issued a competitive solicitation for design services and received two (2) proposals in response to the Request for Qualifications (RFQ). Each firm was evaluated and interviewed. The selection committee determined PBS Engineering and Environmental Inc. of Vancouver, Washington to be the most qualified consultant.

Two separate contracts were issued in April 2023 for initiating administrative work in the amount of \$14,706 for Segment Four and \$14,706 for Segment Five. In July 2023, an amendment was issued for each contract of \$92,093.02 to initiate the design tasks for a total cost of \$106,799.02 per contract. To complete these design services an amendment is now requested in the amount \$299,015.89 for each segment, for a total contract amount of \$405,814.91 for each contract.

The design of both segments are funded through grants awarded in 2021 and 2022 from the Southwest Washington Regional Transportation Council (RTC). Segment Four received \$280,000 and Segment Five received \$315,000, totaling \$595,000 in federal grant funds.

Funding for both trail segments include grant funding from the RTC, funds from the 2022 bond issuance, and port funds included in the 2024 approved Annual Budget. If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with PBS Engineering and Environmental Inc. for a not-to-exceed amount of \$405,814.90 for Segment Four and \$405,814.90 for Segment Five to perform design and consulting services for the extension of the Renaissance Trail.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ____ No ____

Agenda

Item No. E-4

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer 02/13/2024

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements

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.

The port continues to advance the Terminal 1 development with this next phase of work wherein the program shifts from demolition of the existing facility to the construction of new infrastructure. This phase of the project will be challenging as the contractor will now have to work with the wooden piles from the original Terminal 1 dock, and remnant piles of the Standifer Shipyard from over 100 years ago. Although the presence of these piles are known, their precise location is not.

The final remaining structure, the concrete bulkhead wall, will be removed and replaced with a modern king pile wall to retain the upland against the slope of the riverbank. This flat upland area will then be modified using deep soil mixing techniques to stabilize the liquifiable soils in that area. Once the stability of the upland surface has been achieved, the slope of the riverbank will be graded and protected to a more natural state.

This project builds upon the recently completed Terminal 1 Dock Demolition by providing the seismically resistant foundation necessary for the construction of a replacement dock that will consist of concrete and steel design similar to that of the Vancouver Landing. This future seismically robust structure will be capable of supporting the Terminal 1 Marketplace that is envisioned for this location.

On December 28th, 2023, the Port of Vancouver issued Invitation to Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements. On February 1st, 2024, the following bids were received:

Bidder	Location	Bid Amount (including tax)
Advanced American Construction	Portland, OR	\$11,735,292.09
Northbank Civil and Marine	Vancouver, WA	\$13,501,554.04

Staff has reviewed Advanced American Construction's responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is within the engineer's estimate of \$12,933,000 and the project is included in the 2024 approved Annual Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Advanced American Construction, the lowest responsive and responsible bidder, for Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements, in the amount of \$11,735,292.09 including Washington State sales tax.

Submitted by: Julianne Marler , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____

Agenda Item No. E-5

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer

02/13/2024

Kent Cash

Title

Date

SUBJECT: Approve Contract Amendment with KPFF Inc. for Engineering Design & Permitting Services for the Demolition and Replacement of Terminal 1 Dock Structures

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.

The work occurring on the port properties at the Vancouver waterfront represents a multi-year re-development program comprised of a series of projects planned to best deliver the buildout of Terminal 1. This included the seismic upgrade of the western dock structure that made possible the new Vancouver Landing which replaced the under-utilized concrete amphitheater from the 1990's.

This project was soon followed by the recent completion of the adjacent Renaissance Trail, the Demolition of the Red Lion structure, and the Terminal 1 Dock Demolition project. Dock replacement will begin with seismic upgrades to the ground surface, followed by construction of a new dock structure using steel piling that maintains the same surface area footprint as the current wooden dock structure.

The port is continuing to advance the design and permitting for these next phases of the Terminal 1 dock replacement program. In October 2017, the port issued a Request for Qualifications (RFQ). The engineering firm KPFF Inc. of Portland, Oregon, was determined to be the most qualified consultant, and a contract was awarded to KPFF Inc. for Engineering Design & Permitting Services for Terminal 1 Dock Structures, a multi-phase project.

The original Terminal 1 Dock Structures contract amount was \$1,064,181. Amendment 1 in the amount of \$1,446,111 was issued on August 09, 2022. Amendment 2 was issued in the amount of \$118,066 by authority of the CEO.

This amendment in the amount of \$636,527 provides for the continued advancement of these final phases of the program and brings the contract total to \$3,264,885. Amendment 3 will provide funding to support engineering and inspection services during construction of the Terminal 1 Bulkhead Wall, Ground Improvements and Slope Grading phase of work.

Construction is anticipated to occur in 2024 and early 2025. These components include the following:

- Civil and structural engineering
- Geotechnical inspection
- Environmental permitting
- Electrical engineering support.

The completion of the dock replacement project is expected to be in 2026.

If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees.

Funding for this project is included in the 2024 approved Annual Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract amendment of \$636,527 with KPFF Inc., to perform engineering design, and permitting services for the demolition and replacement of Terminal 1 dock structures for total contract amount not-to-exceed \$3,264,885.

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:

Director of Finance
& Accounting

02/13/2024

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

January 2024 Vendor Claims:

Voucher Numbers	117334 – 117885	\$ 7,795,435.24
Electronic Payments	01/01/2024 – 01/31/2024	\$ 509,484.99
Payroll Voucher Numbers		\$ 711,207.09
Checks		
Direct Deposits	20001 – 20129 40001 – 40127	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2024 Vouchers 117334 – 117885 in the amount of \$ 7,795,435.24 including Electronic Payments generated between 01/01/2024 – 01/31/2024 in the amount of \$509,484.99 and January 2024 Payroll Direct Deposits 20001 – 20129 and 40001 – 40127 in the amount of \$711,207.09.

Submitted by: Julianne Marler, CEO

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes _____ No _____