



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 NW Lower River Road, Vancouver, WA 98660
Tuesday, March 11, 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 CTVV 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 February 25, 2025, 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, March 10, 2025, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Sixth Amendment and Extension to Second Supplemental Master Lease Agreement between the Port of Vancouver USA and Northwest Packing Company
 - 2) Approve Public Works Contract for Bid 25-03: Berth 7 Maintenance
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	122582 – 122939	\$ 5,254,037.34
Electronic Payments	02/01/2025 – 02/28/2025	\$ 1,480,449.83
Payroll Voucher Numbers		\$ 749,621.82
Checks	–	
Direct Deposits	60001 – 60131 80001 – 80131	

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION

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, March 10, 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, March 11, 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	03/11/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the February 25, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 02/25/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 25, 2025, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne 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, February 25, 2025**

CALL TO ORDER

Commission President Burkman 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, February 25, 2025, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman 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.

Commissioner Burkman called for a moment of silence to recognize Former Vancouver Mayor Royce Pollard for his service to the city and community.

APPROVAL OF MINUTES

Regular Meeting of February 11, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the February 11, 2025, regular meeting.

OPEN FORUM

Commissioner Burkman stated no one signed up in advance to provide virtual oral comments and asked if anyone had signed up to speak during open forum. Executive Assistant Rogers stated there were several people who signed up for public comment.

Dee Burch

Dee Burch, President, Advanced American Construction, discussed the recent dock project bid process, he suggested further review by the port and offered additional testimony if needed.

Kyle Izatt

Kyle Izatt, Senior Vice President, Advanced American Construction, shared two documents regarding the bid process with the commissioners and discussed

information contained within the submitted documents. Izatt recommended a boat tour with port officials and offered to coordinate the necessary arrangements.

Andrew Swanson

Andrew Swanson, Counsel for Advanced American Construction, spoke about HME's qualifications for the dock project. Swanson asked the commissioners to delay awarding the contract until further verification was conducted.

Darien Loiselle

Darien Loiselle, an attorney with Sokol Larkin representing Advanced American Construction, addressed the Port's discretion in evaluating contractor-submitted information. He suggested the port commissioners postpone the contract award to allow for further verification of the contractor's qualifications.

PUBLIC HEARING: Resolution 1-2025 Comprehensive Scheme Amendment – Action Item E-1

Commissioner Burkman opened the public hearing on the proposed Resolution 1-2025 Comprehensive Scheme Amendment – Action Item E-1 for the Port of Vancouver. The notice of public hearing was published as required by statute. Since action item E-1 pertains to the resolution the commission requested the action item be read prior to public comment.

Executive Assistant Rogers introduced Josh Pope, Project Manager who presented the Resolution 1-2025 Comprehensive Scheme Amendment – Action Item E-1.

Project Manager Pope advised the Board that the port did not receive comments during the SEPA comment period and there were no requests from the public to provide virtual comment on the proposed Resolution 1-2025. Commissioner Burkman confirmed there was no one in the audience who would like to provide comment.

No one responded and Commissioner Burkman closed the public hearing.

ACTION ITEMS

E-1 Adopt Resolution 1-2025: Amend the Comprehensive Scheme of Harbor Improvements and Industrial Development for the Port of Vancouver USA

Josh Pope, Project Manager presented the action item and discussed the resolution with the commission. On motion by Commissioner La Brant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners adopt Resolution 1-2025 to amend the Port of Vancouver's Comprehensive Scheme of Harbor Improvements and Industrial Development.

E-2 Approve Contract Amendment with Floyd Snider for Terminal 5 Sediment Contamination Consultant Services

Mary Mattix, Director of Environment Services presented the action item to the commission. On motion by Commissioner LaBrant, seconded by Commissioner Orange, carried unanimously, the Board of Commissioners authorize the CEO to execute a contract amendment with Floyd Snider for a not to exceed amount of \$1,582,924 for a total contract amount of \$2,346,643 for Terminal 5 Sediment Contamination Consultant Services.

E-3 Approve Public Works Contract for Bid 24-71: Terminal 1 – Dock Replacement

Greg Westrand, Senior Project Manager presented the action item to the commission. On motion by Commissioner LaBrant, seconded by Commissioner Orange, carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with HME Construction, the lowest responsive and responsible bidder, for Bid 24-71: Terminal 1 – Dock Replacement, in the amount of \$28,236,642 plus applicable Washington State sales tax.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

CEO REPORT

Federal Legislative Priorities

Ryan Hart, Chief External Affairs Officer introduced the port's federal lobbyist, Dale Learn with Gordon Thomas Honeywell. Mr. Learn joined the meeting virtually

and shared his general thoughts on what is happening with all the changes in congress and with the new administration. He discussed the port's 2025 Draft Federal Legislative Priorities. Mr. Learn also answered questions from the Board.

COMMISSIONERS REPORTS

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

- Columbian Economic Forecast
- Met with CEO Marler

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

- Met with CEO Marler
- Columbian Economic Forecast

He spoke briefly about Royce Pollard and the legacy he left as a public servant.

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

- Interstate Bridge Replacement Program Meetings
- Southwest Washington Contractors Association Annual Executive Summit
- Columbian Economic Forecast
- Fairway Village Democratic Forum Presentation
- Met with CEO Marler

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Assistant Rogers stated the next commission meeting would be held on Tuesday, March 11, 2025, 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 10:27 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, February 25, 2025, regular meeting was adjourned at 10:32 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Karla Hiler, Administrative Supervisor,
February 25, 2025, Regular Port of
Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Industrial Business
Chrissy Lyons	Title
	03/11/2025
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APPROVED BY:	Chief Commercial Officer
Alex Strogen	Title
	03/11/2025
SUBJECT:	Approve Sixth Amendment and Extension to Second Supplemental Master Lease Agreement between the Port of Vancouver USA and Northwest Packing Company

BACKGROUND:

This lease amendment supports the port's Strategic Plan goal to support growth and economic opportunities for existing tenants that utilize the port's property and infrastructure investments to create jobs and support the economy.

Northwest Packing Company (NW Packing) has been located at the Port of Vancouver (Port) since 1968. This facility processes NW pears, cherries, plums, and cranberry sauce and a variety of juice concentrates and purees. There are two California locations, but Vancouver serves as the headquarters for NW Packing and the Neil Jones Food Company.

The purpose of this amendment is to extend the lease term through December 31, 2029, provide a one-time option to terminate as of December 31, 2027, by providing one year notice, increase scheduled rent over the next 5-year term with a corresponding increase in lease security deposit. This amendment also provides for updated language regarding maintenance, insurance, indemnifications and compliance with laws including Washington State Clean Buildings Act and the Port's Climate Action Plan.

If approved, the value of this amendment over this term is \$3,571,402.00 plus additional charges for leasehold excise tax, stormwater and portable water. NW Packing has two remaining options to extend for 5 years each. The Vancouver location employs approximately 570 employees during peak season with an average annual local payroll of \$19M.

The revenue for this amendment was included in the 2025 approved budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Sixth Amendment and Extension to Second Supplemental Master Lease Agreement at 1701 W 16th Street between the Port of Vancouver USA and Northwest Packing Company.

Submitted by: <u>Julianne Marlow</u> , 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

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer 03/11/2025

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 25-03: Berth 7 Maintenance

BACKGROUND:

This project advances the port’s Strategic Plan goals of pursuing opportunities that utilize the port’s property and infrastructure investments to create jobs and support the economy.

The port is taking steps to modernize Berth 7 at Terminal 2. Originally constructed in 1981, the port’s dry bulk facility is undergoing some changes as we shift from exporting copper and bentonite clay to moving soda ash. The existing dock has performed well for decades, but the continuous use by dry bulk operations has made it difficult to employ structural maintenance activities in areas where heavy mechanical equipment is installed. There is a period of downtime expected to occur during the in-water work window of 2025, during which the port intends to execute a maintenance project that will improve the strength of the dock and enhance the seismic stability bringing the facility up to current code.

Only the southeast portion of the dock will be directly affected, which amounts to approximately 1,300 square feet of the dock surface. A new fendering system will be added to the dock face and an improved fire system installed on the structure. The port will be removing and replacing a total of 20 structural and fender piles. The maintenance work is expected to begin in September 2025 and be completed by the end of January 2026. The contract is being awarded in March to allow for the purchase of long lead items, specifically the steel pipe piles necessary to perform the work.

On January 16, 2025, the Port of Vancouver issued an Invitation to Bid 25-03: Berth 7 Maintenance. On March 4, 2025, the following bids were received:

Bidder	Location	Bid Amount (w/o WA State Sales tax)
Advanced American Construction	Portland, OR	\$3,901,900.00
HME Construction Inc.	Vancouver, WA	\$4,139,390.55
Bergerson Construction Inc.	Astoria, OR	\$4,332,433.00

Staff has reviewed Advanced American Construction's responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is below the engineer's estimate of \$4,347,205.00 and the project is included in the 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 25-03: Berth 7 Maintenance, in the amount of \$3,901,900.00 plus applicable Washington State sales tax.

Submitted by: *Juliana Marlow*, 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	03/11/2025
	Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:

Please refer to attached listing February 2025 Vendor Claims:

Voucher Numbers	122582 - 122939	\$	5,254,037.34
Electronic Payments	02/01/2025 - 02/28/2025	\$	1,480,449.83
Payroll Voucher Numbers		\$	749,621.82
Checks	-		
Direct Deposits	60001 – 60131		
	80001 – 80131		

Additional Information Attached: February 2025 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2025 Vouchers 122582-122939 in the amount of \$5,254,037.34 including Electronic Payments generated between 02/01/2025-02/28/2025 in the amount of \$1,480,449.83 and February 2025 Direct Deposits 60001-60131 and 80001-80131 in the amount of \$749,621.82.

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