



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 NW Lower River Road, Vancouver, WA 98660
Tuesday, March 25, 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, Pledge of Allegiance
 - 2) Approve Minutes of the March 11, 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 24, 2025, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 24-58: Building 3300 Office Build
- F) **UNFINISHED BUSINESS**
None
- G) **NEW BUSINESS**

- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION**
- K) **WORKSHOP**
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- N) **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 24, 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 25, 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	03/25/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the March 11, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 03/11/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the March 11, 2025, Port of Vancouver USA Board of Commissioners Regular 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
REGULAR MEETING
Tuesday, March 11, 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, March 11, 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 that no executive session was held and noted the meeting is being recorded. He also informed attendees that Commissioner LaBrant will not be in attendance. Commissioner Burkman stated that the meeting is being conducted in a hybrid format, allowing both in-person and virtual participation via Zoom for those wishing to provide oral comments. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of February 25, 2025

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried 2-0, the Board of Commissioners approve the minutes of the February 25, 2025, regular meeting.

OPEN FORUM

Commissioner Burkman asked if anyone had signed up to speak during open forum. Executive Assistant Rogers 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.

ACTION ITEMS

E-1 Approve Sixth Amendment and Extension to Second Supplemental Master Lease Agreement between the Port of Vancouver USA and Northwest Packing Company

Chrissy Lyons, Director of Industrial Business presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried

2-0, the Board of Commissioners 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.

E-2 Approve Public Works Contract for Bid 25-03: Berth 7 Maintenance

Greg Westrand, Senior Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman, and carried 2-0, 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.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Executive Assistant Rogers 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

No new business was discussed.

ACCOUNTS PAYABLE

Nick McEntire, Accounting Manager 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 2-0, 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.

CEO REPORT

Project Updates

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

- Terminal 1 Dock Bulkhead Wall Project

- 2024 Berth Repairs Project
- 2024 Backflow Preventer Upgrades

COMMISSIONERS REPORTS

Commissioner LaBrant was not present.

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

- Met with CEO Marler
- Port Lecture Series: “Discover Treasure in Astoria: the Columbia River Maritime Museum”
- International Women’s Day Event

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

- Port Lecture Series: “Discover Treasure in Astoria: the Columbia River Maritime Museum”
- Port Report Filming
- 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 25, 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 9:55 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, March 11, 2025, regular meeting was adjourned at 9:57 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Karla Hiler, Administrative Supervisor,
March 11, 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 Engineering & Project Delivery	
Monty Edberg	Title	
APPROVED BY:		
	Chief Operations Officer	03/25/2025
Kent Cash	Title	Date
SUBJECT:	Approve Public Works Contract for Bid 24-58: Building 3300 Office Build	

BACKGROUND:

This project 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.

The Board of Commissioners approved a Lease Agreement between 360 Sheetmetal LLC and the Port of Vancouver USA effective June 1, 2024. Due to Building 3300 being demised for 2 tenants, this portion of the building needed facilities to accommodate both operations. The Lease Agreement included the port designing, permitting and constructing of office space and mezzanine storage. If approved, this project will construct 5,000 sf of general office space to include private offices, server room, conference rooms, breakroom, restroom facilities and 3,000sf of mezzanine storage. The construction schedule for this project is 130 working days. Once ready for occupancy, 360 Sheetmetal LLC will complete their move into the port’s Centennial Industrial Building.

On February 20, 2025, the Port of Vancouver issued an Invitation to Bid 24-58: Building 3300 Office Build.

On March 13, 2025, the following bids were received:

Bidder	Location	Bid Amount (w/o WA State Sales tax)
Skyward Construction	Ridgefield, WA	\$ 1,027,000.00
Robinson Construction	Hillsboro, OR	\$ 1,029,182.00
Ross Builders Northwest	Hillsboro, OR	\$ 1,038,845.00
Bunch Construction	Vancouver, WA	\$ 1,062,584.10
Buildskape	Beaverton, OR	\$ 1,062,651.00
Kirby Nagelhout Construction	Beaverton, OR	\$ 1,243,505.00
Christensen Inc.	Tumwater, WA	\$ 1,326,000.00
Truebeck Construction	Portland, OR	\$ 1,390,367.00
Creative Contracting	Boring, OR	\$ 1,418,552.00

Fulcrum Construction	Beaverton, OR	\$ 1,498,182.04
Five Rivers Construction	Kelso, WA	\$ 1,634,000.00
JH Kelly	Longview, WA	\$ 2,122,872.00

Staff has reviewed Skyward Construction's responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is below the engineer's estimate range from \$2,109,557.00 - \$2,331,616.00 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 Skyward Construction, the lowest responsive and responsible bidder, for Bid 24-58: Building 3300 Office Build, for \$1,027,000.00 plus applicable Washington State sales tax.

Submitted by: *Julianne Marler*, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes** ___ **No** ___