



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, March 9, 2021**

A) CALL TO ORDER VIRTUAL MEETING* (8:30 a.m.)

B) EXECUTIVE SESSION

None

C) OPENING REMARKS (8:30 a.m.)

- 1) Opening Remarks
- 2) Approve Minutes of the February 9, 2021 Regular Meeting

D) OPEN FORUM

- 1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, March 8, 2021 by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Public Works Contract for Bid 21-04: Building 2565 Exterior Recladding Project

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	104312 - 104657	\$ 2,908,909.08
Electronic Payments	02/01/2021 – 02/28/2021	\$ 874,991.86
Payroll Voucher Numbers		\$ 663,547.24
Checks		
Direct Deposits	060001 – 060131	
	080001 – 080123	

I) CEO REPORT

- 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
- 2) Climate Action Plan Update
- 3) Terminal 1 Update

J) COMMISSIONERS REPORTS

K) **WORKSHOP**
Strategic Plan Update

L) **ADJOURNMENT**

***In compliance with the Governor's Emergency Proclamation 20-28, the Port's Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.**

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 919 1919 8831 and Passcode number: 811893 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at www.portvanusa.com.

****Public comments are welcome during Open Forum by registering in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, March 8, 2021. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, March 9, 2021 will become part of the official meeting record and will be provided to the Commission.**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION **PORT OF VANCOUVER USA**

REVIEWED BY:

Executive Services Manager 03/09/2021

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the February 9, 2021 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 02/09/2021 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 9, 2021, 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, February 9, 2021**

CALL TO ORDER

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, February 9, 2021, via teleconference number 1 (253) 215-8782, conference code: 931 5689 6743 and Passcode number: 876921 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

OPENING REMARKS

CEO Marler welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. She also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Meeting attendees included:

Eric LaBrant	Port Commission President
Jack Burkman	Port Commission Vice President
Don Orange	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Savannah Mitcham	Port Administrative Assistant
Casey O'Dell	Port Director of Facilities
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mary Mattix	Port Environmental Program Manager

Mason Kae	Port Records Officer
Mike Bomar	Port Director Economic Development
Nam Nguyen	Port Applications Analyst
Rachelle Askman	Port Communications Coordinator
Randy McCaleb	Port Contract Manager
Rick Cline	Port Contract Manager
Richard Troudt	Port Security Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Therese Lang	Port Director of Communications
Dale Learn	Gordon Thomas Honeywell Governmental Affairs
Carson Coates	Congresswoman Jaime Herrera Beutler's Office
Sarah Kohout	Senator Maria Cantwell's Office
Hod Wells	PBS Engineering and Environmental
Janet Hedgepath	Clark County
Don Steinke	Community Member
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Adam Smith	Community Member
Dick Halvorson	Community Member
Jeffrey La Dage	Community Member

APPROVAL OF MINUTES

Regular Meeting of January 11, 2020

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the January 11, 2020 regular meeting.

OPEN FORUM

CEO Marler stated that the agenda invited public comment on all matters on the agenda and three community members responded to provide comment. She called on each community member based on the order in which the port received their request.

Cathryn Chudy

Ms. Chudy discussed climate change, COVID relief package, and clean energy in Washington state. She discussed the Environmental Priorities Coalition and the priorities the coalition will focus on in 2021. She also discussed the city's efforts to reduce emissions.

Alona Steinke

Ms. Steinke discussed public broadband, the lower snake river dams, and Congressman Mike Simpson's plan regarding the removal of river dams.

Don Steinke

Mr. Steinke discussed rail tank cars, the I/5 bridge, and the need to reduce emissions.

CEO Marler thanked everyone for their comments. She reminded everyone interested in speaking during Open Forum to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

ACTION ITEMS

No action items were presented at this time.

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

No new business was discussed at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission's packet and discussed the recommendation with the Board. Mr. Goodrich answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2021 Vouchers 103883 – 104308 in the amount of \$5,497,295.16 including Electronic Payments generated between 01/04/2021 – 01/21/2021 in the amount of \$869,839.50 and January 2021 Payroll Direct Deposits 010001 – 010124 and 030001 – 030125 in the amount of \$606,459.91.

CEO REPORT

Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

Federal Legislative Priorities

Ryan Hart, Chief External Affairs Officer introduced the port's federal lobbyist, Dale Learn with Gordon Thomas Honeywell who updated the board on the port's draft federal legislative priorities. Mr. Hart welcomed Carson Coates with Congresswoman Herrera-Beutler's Office who was on the call. Mr. Hart also acknowledged Sarah Kohout with Senator Cantwell's Office and Bryan Stebbins with Senator Murray's Office for their work with the port.

Mr. Learn provided the Board with an update on current events in Washington D.C. and then discussed the port's draft federal legislative priorities. He answered questions from the Board.

Project Updates

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

- T1 Structural Renovation
- AC Marriott (Not a Port Contractor)
- Chlorinator System Improvements

Mr. Newell answered questions from the Board. Commissioner LaBrant commented on the work being done at Terminal 1. He stated how impressed he is with the level of work required to be completed under the surface and thanked the port team and all of the port's partners on behalf of the port and community.

COMMISSIONERS REPORTS

Commissioner Orange stated he had the opportunity to talk with the community members joining today's virtual meeting which lead to conversations with city council members. He indicated he looks forward to working with the city on the port's climate action plan.

Commissioner Burkman stated he attended the following events and meetings:

- WPPA meeting in preparation for legislative briefings with Representative Fey and Senator Hobbs
- IBR Executive Steering Group
- MRSC virtual meeting on the Open Public Records Act and the Open Public Meetings Act
- Maritime Commerce Club meeting regarding autonomous vessels
- City of Vancouver's workshop on legislative updates
- City of Vancouver Mayor McEnerny-Ogle
- Port of Camas-Washougal Port Commissioner Cassi Marshall
- WPPA Legislative Day

He thanked the port's External Affairs Department for its recent virtual port tour video and indicated he has been sharing the video on his social media pages.

Commissioner LaBrant stated he attended the following events and meetings:

- WPPA Legislative Day
- CEO Marler
- Labor Roundtable
- CREDC Board meeting

WORKSHOP

No workshop was held during this meeting.

CEO Marler 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. She added the port's recent virtual port tour has been uploaded to the site as well.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, February 9, 2021 regular meeting was adjourned at 9:39 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, February 9, 2021, 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 Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations
Officer

03/09/2021

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 21-04: Building 2565 Exterior Recladding Project

BACKGROUND:

The Building 2565 Exterior Recladding Project supports the port's Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy. This is achieved by continuing facility improvements through maintenance of assets.

The Building 2565 Exterior Recladding Project removes the exterior wooden panels and replaces them with metal siding. It also replaces office windows, fiberglass wall panels, soffits, louvers, an overhead coiling door, a light fixture and miscellaneous exterior attachments on an approximately 62,000 SF commercial structure located within Terminal 2.

On January 20, 2021 the Port of Vancouver issued Invitation to Bid 21-04: Building 2565 Exterior Recladding project. On February 25, 2021 the following bids were received:

<u>Bidder</u>	<u>Location</u>	<u>Bid Amount</u>
Construction Services Group, LLC.	Vancouver, WA	\$460,972.08
JH Kelly	Longview, WA	\$505,640.59
Amer-X Roofing	Brush Prairie, WA	\$510,575.96
Good News Group, Inc.	Auburn, WA	\$617,917.94
Edwards Construction Group	Ridgefield, WA	\$644,701.00
Lorentz Bruun Co., Inc.	Portland, OR	\$901,392.61

Staff has reviewed Construction Services Group, LLC's responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is within the engineer's estimate and is included in the approved 2021 Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Construction Services Group, LLC, the lowest responsive and responsible bidder, for Project 21-04: Building 2565 Exterior Recladding Project in the amount of \$460,972.08 including 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:

Director of Finance
& Accounting
Title

03/09/2021
Date

Scott D. Goodrich

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

February 2021 Vendor Claims:

Voucher Numbers	104312 - 104657	\$ 2,908,909.08
Electronic Payments	02/01/2021 – 02/28/2021	\$ 874,991.86
Payroll Voucher Numbers		\$ 663,547.24
Checks		
Direct Deposits	060001 – 060131 080001 – 080123	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2021 Vouchers 104312 - 104657 in the amount of \$2,908,909.08 including Electronic Payments generated between 02/01/2021 – 02/28/2021 in the amount of \$874,991.86 and February 2021 Payroll Direct Deposits 060001 – 060131 and 080001 – 080123 in the amount of \$663,547.24.

Submitted by:  **CEO**

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ **No** ___