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
Checks $ 663,547.24
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.
REQUEST FOR COMMISSION ACTION
PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager 03/09/2021
Michelle Allan  Title Date

APPROVED BY:

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: [Signature] CEO

Date Action Taken [Date] Motion By: [Signature]

Approved: [Date] Seconded By: [Signature]

Deferred To: [Date] Unanimous: Yes No
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: 931 569 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
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.
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.

Michelle Allan, Executive Services Manager, February 9, 2021, Regular Port of Vancouver USA Board of Commission Meeting

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

_______________________________
Eric LaBrant, President

_______________________________
Jack Burkman, Vice President

_______________________________
Don Orange, Secretary
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:

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

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.
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: [Signature] CEO

Date Action Taken: [Date] Motion By: [Name]

Approved: [Date] Seconded By: [Name]

Deferred To: [Date] Unanimous: Yes [Number] No [Number]
**REQUEST FOR COMMISSION ACTION**
**PORT OF VANCOUVER USA**

**SUBJECT:** VENDOR CLAIMS APPROVAL

**BACKGROUND:**
February 2021 Vendor Claims:

<table>
<thead>
<tr>
<th>Voucher Numbers</th>
<th>$2,908,909.08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Payments</td>
<td>$874,991.86</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Voucher Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
</tr>
<tr>
<td>Direct Deposits</td>
</tr>
<tr>
<td>$663,547.24</td>
</tr>
</tbody>
</table>

**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: [Signature], CEO

Date Action Taken: 03/09/2021

Motion By: __________________________

Approved: __________________ Seconded By: __________________

Deferred To: __________________ Unanimous: Yes____ No____