



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, March 10, 2020**

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

B) EXECUTIVE SESSION

None

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

- 1) Opening Remarks – Pledge of Allegiance, etc.
- 2) Approve and Sign Minutes of the February 25, 2020 Regular Meeting
- 3) Community Fund Program

D) OPEN FORUM

- 1) Public comment, including matters subject to Commission vote at this meeting

E) AGENDA ITEMS

- 1) Approve Third Amendment to Lease between the Port of Vancouver and Trobella Cabinetry, Inc.
- 2) Approve First Amendment to Lease between the Port of Vancouver and Wickum Weld Inc.

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	099695 - 100080	\$ 2,931,994.89
Electronic Payments	02/03/2020 – 03/01/2020	\$ 439,580.19
Payroll Voucher Numbers		\$ 586,788.57
Checks	51247542	
Direct Deposits	60001 - 60123	
	80001 - 80124	

I) CEO REPORT

- 1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

- L) **WORKSHOP**
CREDC 2020 Overview
- M) **SIGN DOCUMENTS**
- N) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- O) **ADJOURNMENT**

Agenda Item No. C-2

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

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

03/10/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the February 25, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 02/25/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 25, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Elidub Stiller* 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, 2020**

CALL TO ORDER

Commission President Orange called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, February 25, 2020 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Orange welcomed everyone, announced no executive session was held and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Kent Cash	Port Chief Operations Officer
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Julie Rawls	Port Community Relations Manager
Randy McCaleb	Port Contract Manager
Greg Westrand	Port Project Manager
Mike Bomar	Port Director of Economic Development
Don Steinke	Community Member
Alona Steinke	Community Member
Ron Morrison	TRPP
Jared Smith	ILWU Local 4
Terry Oliver	Community Member
Mary Siciliano	Community Member
Jean Avery	Community Member
Stan Sittser	Community Member
Ilona Brown	Strategies 360
Cathryn Chudy	Community Member

Ken Rone
Shannon Stull

Community Member
LiUNA 335

APPROVAL OF MINUTES

Regular Meeting of February 11, 2020

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

OPEN FORUM

Commissioner Orange invited comments from the audience.

Don Steinke, Community Member

Mr. Steinke encouraged the board to endorse HB 1110 and HB 2892 regarding clean fuel standards.

Alona Steinke, Community Member

Ms. Steinke discussed HB 1110 and indicated she supports Mr. Steinke's comments.

Ron Morrison, TRPP

Mr. Morrison encouraged the board to engage in conversation during the meeting. He offered suggestions to assist with sound issues. He also discussed changes to the agenda.

Cathryn Chudy, Community Member

Ms. Chudy discussed climate change and the clean fuel standard.

No further public comments were received.

ACTION ITEMS

E-1 Approve Public Works Contract for Bid 20-07: High Tank Phase 3 - Chlorinator

Project Manager Greg Westrand presented the action item and discussed the recommendation with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with McClure & Sons, the lowest responsive and responsible bidder, for Bid 20-

07: High Tank Phase 3 – Chlorinator, in the amount \$672,265.36 including Washington State sales tax.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

Commissioner Orange sought thoughts from his fellow board members regarding HB 1110 and a clean fuel standard.

Commissioner LaBrant indicated he thinks a workshop to discuss this may be appropriate.

Commissioner Burkman supports the concept and cautioned the board that if the board was to take the position to sign on to a bill, the board also signs on to the amendments. He indicated this may cause unintended consequences.

Commissioner Orange stated he is in favor of endorsing a clean fuel standard.

Commissioner LaBrant would like to see the commission dive more into the legislative policy next year. Commissioner Burkman agreed with Commissioner LaBrant and supports holding a workshop on this issue.

Commissioner Orange clarified that what he is hearing is that the board supports a clean fuel standard in support of clean transportation, just not a specific bill.

Commissioner Burkman asked to hear from Chief External Affairs Officer Ryan Hart regarding this.

Mr. Hart indicated the port does have language in the state legislative priorities that says we support efforts to reduce greenhouse gas emissions while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington. He explained the reason the port doesn't adopt a legislative agenda is that things are in flux throughout the legislative session and we want to have the ability to adjust and to adapt accordingly. He suggested modifying the state legislative priorities to say that we support efforts to reduce greenhouse emissions and adopt a low carbon fuel standard while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington. Mr. Hart stated he will be traveling to Olympia and could take this message with him if that is what he is directed to do.

Commissioner Burkman made a motion, which was seconded by Commissioner LaBrant that the port modify the bullet on the port's state legislative agenda to read, "support efforts to reduce greenhouse gas emissions and support clean fuel standards while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington." Commissioner Burkman then withdrew his motion.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approve a change to the bullet in the port's state legislative agenda to read, "support adoption of a clean fuel standard and efforts to reduce greenhouse gas emissions while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington."

After further discussion, Commissioner Burkman made a motion to amend Commissioner LaBrant's motion from, "support adoption of a clean fuel standard and efforts to reduce greenhouse gas emissions while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington" to, "support efforts to establish clean fuel standards and efforts to reduce greenhouse gas emissions while maintaining the port's ability to increase economic opportunity and grow jobs in Southwest Washington." Commissioner LaBrant seconded the amended motion. The motion was carried unanimously and approved.

No additional new business was considered at this time.

CEO REPORT

CEO Marler provided no report.

COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- Merchants Exchange Shipping 201 – Movement of Cargo
- Vancouver Downtown Association Award Event
- i-Tech Prep Grand Opening at WSU-Vancouver

Commissioner Burkman reported attending the following:

- Merchants Exchange Shipping 201 – Movement of Cargo
- Vancouver Downtown Association Award Event
- Identity Clark County Transportation Alliance
- Met with staff and constituents
- Labor Roundtable

Commissioner Orange reported attending the following:

- Vancouver Downtown Association Award Event
- Greater Portland Inc. Annual Economic Summit

Commissioner Orange also mentioned that he will be heading to Washington DC for the Pacific Northwest Waterways Association Mission to Washington on Saturday.

CEO Marler shared some information from the Greater Portland Inc. Annual Economic Summit. She indicated they are focused on the importance of higher education and partnering with businesses as a foundation for economic development. She also stated WSU-Vancouver had an event to celebrate their 30th Anniversary which highlighted the research they do and partnerships they have with local businesses.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting will be held on Tuesday, March 10, 2020 at 8:30 a.m. She also highlighted a number of other activities, including the first lecture in the port's lecture series.

RECESS

The regular meeting was recessed from 9:35 a.m. to sign documents.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, February 25, 2020 regular meeting was adjourned at 9:38 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, February 25, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:



Director of Business
Development

Michael Schiller

Title

APPROVED BY:

Chief Commercial
Officer

03/10/2020

Alex Strogon

Title

Date

SUBJECT:

Approve Third Amendment to Lease between the Port of Vancouver and Trobella Cabinetry, Inc.

BACKGROUND:

This amendment supports the port's strategic goal to support growth and economic opportunities for existing tenants.

Trobella Cabinetry, Inc (Trobella) has been a tenant at the port since 2012 manufacturing cabinetry for residential homes and commercial projects. Trobella's initial premises consisted of 10,350 sf of warehouse space in 3201-D. In 2015 a First Amendment added 7,550 sf of warehouse and breakroom space to the premises for a total of 17,900 sf and extended the current term through June 30, 2022. In 2019 a Second Amendment expanded the leased premises by an additional 12,250 sf of warehouse space.

The purpose of this Third Amendment is to add approximately 5,023 sf of warehouse space known as 3201-H into the lease as "Expanded Premises-Phase 2." This expansion will bring Trobella's leased premises to a total of 35,173 sf. This expansion will allow for continued efficient operations and growth.

If approved, the value of the expanded premises is approximately \$57,978.52 over the remainder of the term, plus additional charges for leasehold excise tax, common area maintenance and stormwater treatment. Trobella currently has 38 full-time employees.

The revenue from this Amendment was not included in the 2020 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Third Amendment to Lease at 3201-H between the Port of Vancouver and Trobella Cabinetry, Inc.

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 Business
Development

Michael Schiller

Title

APPROVED BY:

Chief Commercial
Officer

03/10/2020

Alex Strogon

Title

Date

SUBJECT:

Approve First Amendment to Lease between the Port of Vancouver and Wickum Weld, Inc..

BACKGROUND:

This amendment supports the port's strategic goal to support growth and economic opportunities for existing tenants.

Wickum Weld, Inc. (Wickum) has been a tenant at the port since January 2017 welding and fabricating auto parts and accessories. Wickum's initial premises consisted of 12,000 sf of warehouse space and 1,452 sf of office space in building 2100 Section A. The initial term expires December 31, 2022.

The purpose of this First Amendment is to add approximately 13,680 sf of warehouse space in building 2100 Section B as "Expanded Premises". This expansion will bring Wickum's leased premises to a total of 27,132. This Amendment would also extend the initial term through December 31, 2025.

If approved, the value of the expanded premises and extension period is approximately \$716,176, plus additional charges for leasehold excise tax, common area maintenance and stormwater treatment. This Amendment grants Wickum the First Right of Refusal for Section C, which is approximately 10,320 sf, for future expansion. In consideration of this expansion and extension the Port will install new high-efficient LED lighting in the warehouse and office space and provide a construction allowance for the tenant to add electrical capacity and make electrical improvements. Wickum currently has 36 full-time employees.

The revenue from this Amendment was included in the 2020 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the First Amendment to Lease at 2100 Section A and B Kotobuki Way between the Port of Vancouver and Wickum Weld, Inc.

Submitted by:  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

03/10/2020

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

February 2020 Vendor Claims:

Voucher Numbers	099695 - 100080	\$ 2,931,994.89
Electronic Payments	02/03/2020 – 03/01/2020	\$ 439,580.19
Payroll Voucher Numbers		\$ 586,788.57
Checks	51247542	
Direct Deposits	60001 - 60123 80001 - 80124	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2020 Vouchers 099695 – 100080 in the amount of \$2,931,994.89 including Electronic Payments generated between 02/03/2020 – 03/01/2020 in the amount of \$439,580.19 and February Payroll Checks 51247542 and Payroll Direct Deposits 60001 - 60123 and 80001 - 80124 in the amount of \$586,788.57.

Submitted by: *Elizabeth Totelli for* CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ **No** ___