



**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 NW Lower River Road, Vancouver, WA 98660**  
**Tuesday, April 22, 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 CVTV cable channels 21, 23 / HD 323, and at [www.cvtv.org](http://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 April 8, 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, April 21, 2025, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**E) ACTION ITEMS**

- 1) Approve Contracts with Apex Laboratories, BSK Associates, and Eurofins Environment Testing (USA West) for On-Call Laboratory Services
- 2) Approve Contract Amendment with KPFF Inc. for Engineering Design & Permitting Services for the Terminal 1 Dock Replacement Project

**F) UNFINISHED BUSINESS**

None

- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION**
- K) **WORKSHOP**  
2024 Sustainability Report Update
- 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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, April 21, 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, April 22, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Assistant

04/22/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the April 8, 2025, Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 04/08/2025 Regular Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the April 8, 2025, 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, April 8, 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, April 8, 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 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. Commissioner Burkman then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of March 25, 2025**

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the March 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 Adopt Resolution 2-2025 Reimbursement Resolution.**

Scott Goodrich, Chief Financial Officer presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners adopt Resolution 2-2025 Reimbursement Resolution.

## **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**

Scott Goodrich, Chief Financial Officer presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2025 Vouchers 122940-123246 in the amount of \$3,075,099.38 including Electronic Payments generated between 03/01/2025-03/31/2025 in the amount of \$1,224,869.79 and March 2025 Payroll Check 52138465 and Direct Deposits 100001-100131 and 120001-120132 in the amount of \$743,257.67.

## **CEO REPORT**

### **Environmental Project Updates**

Mary Mattix, Director of Environmental Services provided an update and answered questions from the commission on environmental grant projects and initiatives including:

- Stormwater Grant Projects
- Clean Ports Grant
- Electric Vehicle Charging Station
- Electric Forklift Grant
- Renaissance Trail Segments 4 & 5

## **COMMISSIONERS REPORTS**

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

- Port Lecture Series: “The Fascinating World of Washington State’s Public Ports”
- Columbia River Economic Development Council Board Meeting
- Hispanic Metropolitan Chamber of Commerce Annual Meeting

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

- Hispanic Metropolitan Chamber of Commerce Annual Meeting
- Met with constituents

Commissioner Orange recognized outgoing Security Manager Richard Troudt on his retirement and thanked him for his years of service.

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

- Southwest Washington Regional Transportation Council Board Meeting
- Port Lecture Series: “The Fascinating World of Washington State’s Public Ports”
- Met with constituents

## **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, April 22, 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**

### **Strategic Plan Update**

Chief Economic Strategy Officer Mike Bomar led the workshop on the 2024 Strategic Plan Annual Update. He noted that the port is now entering the seventh year of the Strategic Plan and recognized Elizabeth Gotelli for her dedication in developing the plan and fostering a culture around it. Bomar explained that this session was an opportunity

to update the Commission on the plan's progress, highlight accomplishments for each goal area in 2024, and look ahead to emerging market trends for 2025.

He began with an update on the community goals, which included progress in community engagement, events, the Port Report, media milestones, and audience growth.

Next, Bomar addressed the port's economic development goals, highlighting efforts in strategic and land use planning, partnerships, tenant outreach, grants, and I-5 Bridge Replacement Program advocacy and coordination efforts.

He then reported on the environmental goals, emphasizing achievements in sustainability initiatives, the port's climate action plan, cleanup project milestones, stormwater treatment, and habitat improvements. He noted this marks the 15th year of the port's sustainability plan.

Alex Strogon, Chief Commercial Officer provided updates on marine/commercial accomplishments, which included strategic property acquisitions, new leases, development of the soda ash export facility, and wind energy projects. He also shared industrial/commercial accomplishments, including tenant retention and expansion, attraction of new tenants, and land use updates.

Strogon concluded with a discussion on current market and commercial trends, the port's adaptability to change, and key focus areas for 2025.

Scott Goodrich, Chief Financial Officer highlighted achievements in revenue growth, diversification of the port's revenue base, improved data integration for performance metrics, and an upgrade to the port's credit rating.

Chief Economic Strategy Officer Mike Bomar returned to report on port accomplishments related to facilities and equipment maintenance and upgrades, including investments in asset maintenance and upgrades, acquisition of new equipment, and operational achievements such as zero derailments and a zero-injury rate.

Finally, Bomar presented updates on the port's organizational goals, which included organizational restructuring, succession planning, implementation of port's DEI plan, and strong working relationships with local unions and workforce development partners.

Bomar concluded the presentation by referencing the Strategic Plan 2024 Annual Review Supplemental Report and noted the supplemental report will be available after the meeting. He thanked the commissioners for their continued support.

## **SIGN DOCUMENTS**

The Board signed documents at 10:35 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, April 8, 2025, regular meeting was adjourned at 10:41 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Karla Hiler, Administrative Supervisor,  
April 8, 2025, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Jack Burkman, President

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Don Orange, Vice President

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Eric LaBrant, Secretary



# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Environmental Manager

Matt Graves

Title

**APPROVED BY:**

Chief Operations Officer

4/22/2025

Kent Cash

Title

Date

**SUBJECT:** Approve Contracts with Apex Laboratories, BSK Associates, and Eurofins Environment Testing (USA West) for On-Call Laboratory Services

## **BACKGROUND:**

These contracts support the port's Strategic Plan goal of protecting air quality, water resources and land managed by the port through deliberate and proactive efforts in all aspects of the port's operations.

Laboratory testing services are required throughout the port to support port projects and operations. Examples of services for which these contracts will be used include analytical testing of groundwater, stormwater, drinking water, wastewater, river sediments, soil and air samples. These services will be used on capital development projects, environmental cleanup sites, compliance with operational permits and maintenance activities.

On February 26, 2025, the port issued a Request for Proposals (RFP) for On-Call Laboratory Testing Services. Five proposals were received and evaluated by port staff. The results determined Apex Laboratories, BSK Associates, and Eurofins Environment Testing (USA West) to be the most qualified laboratories to perform these services required by the port.

The contracts will be issued for five years with the option to extend to complete any open task orders. If a contract reaches its dollar limit, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their designees or Board of Commission Approval. Funding for these services are included in the 2025 budget and will be requested in subsequent annual budgets.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract with Apex Laboratories for a not to exceed amount of \$500,000, a contract with BSK Associates for a not to exceed amount of \$150,000, and a contract with Eurofins Environment Testing for a not to exceed amount of \$100,000 to perform on-call lab testing services.

**Submitted by:** Julianne Marlow, CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes\_\_\_\_ No\_\_\_\_

## Agenda Item No. E-2

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**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Engineering  
& Project Delivery

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Monty Edberg

Title

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**APPROVED BY:**

Chief Operations Officer

04/22/2025

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Kent Cash

Title

Date

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**SUBJECT:** Approve Contract Amendment with KPFF Inc. for Engineering Design & Permitting Services for the Terminal 1 Dock Replacement Project

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### **BACKGROUND:**

This project advances the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The Port properties at the Vancouver Waterfront represent a multi-year re-development program comprised of a series of projects ordered to best deliver the buildout of Terminal 1. The seismic upgrade of the western dock structure made possible the new Terminal 1 Landing that replaced the under-utilized concrete amphitheater. This was followed closely by the completion of the adjacent Renaissance Trail, then the demolition of the former hotel and restaurant on the eastern dock. The remaining section of the 1920's era wooden dock structure has now been removed and the installation of the new bulkhead wall and seismic upgrades are complete.

The port is continuing with the design and permitting support for the next phases of the Terminal 1 Dock Replacement. This work includes supporting the current construction of a new dock structure using steel piling that maintains the same surface area footprint as the former wooden dock structure. Completion of the Terminal 1 vision will include a Public Marketplace atop the new dock.

In October of 2017, the port issued a competitive solicitation. KPFF Inc. of Portland, OR was determined to be the most qualified consultant and subsequently awarded the contract to perform the services required for the Terminal 1 program. The initial amount of the Terminal 1 Dock Structures contract was \$1,064,181. To date, four amendments have been issued through CEO or Board of Commission approval for a total contract amount of \$4,030,327.

This amendment is in the amount of \$1,299,389 bringing the total contract to \$5,329,716. This scope will provide funding to support engineering and inspection services during construction of the Terminal 1 Dock Replacement phase of work. These components include the following:

- Civil and structural engineering
- Geotechnical inspection
- Environmental permitting inspection
- Electrical engineering support

This is expected to carry the project through the completion of the dock replacement construction phase, which is forecast to conclude in 2027. If the contract reaches its dollar limit, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees. Funding is included in the approved 2025 Annual Budget.

Additionally, Reimbursement Resolution 2-2024, already approved by the Board of Commissioners on March 26, 2024, provides a financing option for the development of this project. This option allows the port to construct the project and then reimburse itself with tax-exempt general obligation bond proceeds within the time periods set forth in the Declaration of Intent that the Chief Financial Officer and Designated Official will execute in advance of work.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract amendment of \$1,299,389 with KPFF Inc., to perform Engineering Design, and Permitting Services for the Demolition and Replacement of Terminal 1 Dock Structures for total contract amount not-to-exceed \$5,329,716.

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**Submitted by:** Julianne Marler, CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_ No \_\_\_\_