



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, May 11, 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 April 6, 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, May 10, 2021 by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 21-01: Terminal 1 – Columbia River Renaissance Trail Connection Project
 - 2) Approve Fourth Amendment to Lease between the Port of Vancouver and Trobella Cabinetry, Inc.
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**

Voucher Numbers	105046 - 105369	\$ 3,553,572.51
Electronic Payments	03/26/2021 – 05/02/2021	\$ 920,935.72
Payroll Voucher Numbers		\$ 613,933.72
Checks	51490074 - 51490075	
Direct Deposits	140001 – 140123	
	160001 – 160124	
- I) **CEO REPORT**
 - 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
 - 2) Project Updates

J) **COMMISSIONERS REPORTS**

K) **WORKSHOP**
Sustainability 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: 950 0325 2544 and Passcode number: 591405 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, May 10, 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, May 11, 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

05/11/2021

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the April 6, 2021 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 04/06/2021 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the April 6, 2021, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne 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 6, 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, April 6, 2021, via teleconference number 1 (253) 215-8782, conference code: 914 8875 7607 and Passcode number: 605238 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:

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
Alex Strogen	Port Chief Commercial Officer
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Mark Newell	Port Project Delivery Manager
Mary Mattix	Port Environmental Program Manager
Monty Edberg	Port Director Engineering & Project Delivery
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Rachelle Askman	Port Communications Coordinator
Rick Cline	Port Contract Manager
Randy McCaleb	Port Contract Manager
Kent Cash	Port Chief Operations Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting

Savannah Mitcham	Port Administrative Assistant
Jack Flug	Port Senior Financial Analyst
Sheila Deng	Port Senior Accountant
Therese Lang	Port Director of Communications
Mike Bomar	Port Director Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Ben Shoop	Port General Project Inspector
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Leonard York	Port Director of Information Technology
Lori Kaylor	Port Commercial Sales Associate
Patrick Gilligan	Lincoln Property Company
Ron Arp	Identity Clark County
Sean Philbrook	Identity Clark County
Cathryn Chudy	Community Member
Cindy Brown	Community Member
Clayton Tayloren	Community Member
DeAnn Fields	Community Member
Don Steinke	Community Member
Alona Steinke	Community Member
Jean M. Avery	Community Member
Kyle Johnson	Community Member
Lee Morrison	Community Member
Mark Ludtka	Community Member
Erika Nudelman	Community Member
Nancy Grauman	Community Member
Nancy Halvorson	Community Member
Scott McMahan	Community Member
Tip O'Neill	Community Member
Tim Mahoney	Community Member
Allison Reynolds	Community Member

Additional members of the public participated in the virtual meeting but were not identified by name.

APPROVAL OF MINUTES

Regular Meeting of March 9, 2021

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the March 9, 2021 regular meeting.

OPEN FORUM

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

Jean Avery

Ms. Avery did not respond so CEO Marler stated she will call on her again after others provide comment.

Alona Steinke

Ms. Steinke discussed the Washington State's Interactive Disparities map. She also discussed ways the port could decrease its emissions.

Don Steinke

Mr. Steinke discussed President Biden's federal legislative proposal. He also discussed air pollution and ways to reduce emissions.

Cathryn Chudy

Ms. Chudy discussed the port's Strategic Plan and its focus on a climate action plan. She discussed emissions and ways to reduce fossil fuels. She thanked the port for its webpage on its climate action plan and the opportunity to provide feedback.

Jean Avery

Ms. Avery stated her gratification for the port's movement on its climate action plan. She appreciates the port's continued efforts during the coronavirus.

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

E-1 Approve Lease Agreement between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC

Mike Schiller, Director of Business Development 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 approve the Lease Agreement between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC.

Director Schiller introduced Patrick Gilligan with Lincoln Property Company (LPC). Mr. Gilligan, on behalf of the joint venture of Lincoln Property Company and Bridge Investment Group (aka BOZ Port of Vancouver Owner LLC) thanked the port for the opportunity and stated they look forward to working on this project and what it will do for the Vancouver community.

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 LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2021 Vouchers 104660 – 105045 in the amount of \$3,243,133.73 including Electronic Payments generated between 03/01/2021 – 03/25/2021 in the amount of \$486,964.42 and March 2021 Payroll Direct Deposits 100001 – 100122 and 120001 – 120122 in the amount of \$575,572.49.

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.

Project Updates

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

- T1 Structural Renovation
- AC Marriott (not a port contractor)
- Parcel 3 Berm Landscaping
- Chlorinator System Improvements

Mr. Newell answered questions from the Board. Commissioner Orange commented on the work being done at Terminal 1. He stated how significant it is to continue to work during the pandemic as many businesses continue to remain closed.

COMMISSIONERS REPORTS

Commissioner Orange stated he attended and/or participated in the following events and meetings and provided a summary on some of the activities he attended:

- PNWA Mission to WA
- Meeting with community members regarding Vancouver Lake
- Tour of the port

Commissioner Burkman stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- WPPA discussion with state Representatives Fey and Fitzgibbon regarding carbon & transportation
- PNWA Virtual Mission to WA
- Senator Murray meeting
- Labor Roundtable
- Friends of Vancouver Lake meeting
- WPPA discussion with state Senators Hobbs and King on funding WA's vital transportation infrastructure
- City of Vancouver's road map workshop
- City of Vancouver's State of the City

Commissioner LaBrant stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- PNWA Virtual Mission to WA
- CEO Marler
- Labor Roundtable
- CREDC Board of Directors 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.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, April 6, 2021 regular meeting was adjourned at 9:28 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, April 6, 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 05/11/2021

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 21-01: Terminal 1 – Columbia River Renaissance Trail Connection Project

BACKGROUND:

This project supports 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 Renaissance Trail project builds upon the recent Terminal 1 Landing and substructure work and is a key component of the improvements planned for Terminal 1. This section of the trail provides a connection to the Vancouver Waterfront trail at the west end and extends this thoroughfare 450 feet east to Daniels Way. The unique walkway surface will incorporate metal highlights into decorative concrete patterns to acknowledge the history of rail and industry at Terminal 1.

The Renaissance Trail project is the third phase of the waterfront renovation. The first phase was the seismic upgrade and the second phase is the Vancouver Landing site and infrastructure work that is currently under construction. This trail section will be adjacent to the AC Marriott Hotel as well as the Vancouver Landing, extending the waterfront trail system to provide a seamless access point for pedestrians and bicyclists.

Construction elements of this project include the installation of seat walls, tree plantings, and wayfinding signage, along with an irrigation system and accentuated lighting.

On April 1, 2021 the Port of Vancouver issued Invitation to Bid 21-01: Terminal 1 – Columbia River Renaissance Trail Connection Project. This project is the recipient of a Federal Highway Administration grant and includes a requirement that 13% of contractors or subcontractors working on the project are to be certified as a Disadvantaged Business Enterprise (DBE).

On April 29, 2021 the following bids were received:

Bidder	Location	Amount
McDonald Excavating, Inc.	Washougal, WA	\$1,483,618.15
Tapani, Inc.	Battle Ground, WA	\$1,487,535.00

Staff has reviewed McDonald Excavating's responsive bid and concluded they are a responsible contractor capable of performing the work. Additionally, McDonald Excavating is a DBE contractor and meets the 13% DBE requirement for the project.

The engineer's estimated range for the project was \$1,149,500 to \$1,270,500. The bids received exceeded this amount primarily due to industry-wide increases in materials and wage rates.

This project is included in the 2021 approved budget. Grants received to support this project include a \$500,000 grant from the Washington State Department of Commerce and a \$485,000 grant from the Federal Highway Administration, allocated through the Regional Transportation Council and administered by the Washington State Department of Transportation. The port has sufficient funds to cover the overage from the engineer's estimated range.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with McDonald Excavating, Inc., the lowest responsive and responsible bidder, for Bid 21-01: Terminal 1 – Columbia River Renaissance Trail Connection Project, in the amount of \$1,483,618.15 including Washington State sales tax.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Business
Development

Mike Schiller

Title

APPROVED BY:

Chief Commercial
Officer

05/11/2021

Alex Strogon

Title

Date

SUBJECT: Approve Fourth 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 square feet (sf) of warehouse space in Building 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. In 2020 a Third Amendment expanded the leased premises by an additional 5,023 sf of warehouse space for a total of 35,173 sf.

The purpose of this Fourth Amendment is to add approximately 2,944 sf of office space, area 3201-F, into the lease. This amendment will also extend the term for the entire premises through June 30, 2027 and provide for one option to extend for an additional 5 years. This office expansion allows for efficient operations between Trobella's administrative and fabrication staff. Trobella currently has 38 full-time employees.

The anticipated revenue of the expanded premises and extension of the lease term is approximately \$1,302,203. The lease includes additional charges for leasehold excise tax, common area maintenance and stormwater treatment.

The revenue from this Amendment was not included in the 2021 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to sign the Fourth Amendment to Lease Agreement at 3201-D, D1, E, F, G, H1 NW Lower River Road, Vancouver WA between the Port of Vancouver and Trobella Cabinetry, Inc.

Submitted by: Julianne Marler, 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	
Scott D. Goodrich	05/11/2021
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

April 2021 Vendor Claims:

Voucher Numbers	105046 - 105369	\$ 3,553,572.51
Electronic Payments	03/26/2021 – 05/02/2021	\$ 920,935.72
Payroll Voucher Numbers		\$ 613,933.72
Checks	51490074 - 51490075	
Direct Deposits	140001 – 140123	
	160001 – 160124	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of April 2021 Vouchers 105046 – 105369 in the amount of \$3,553,572.51 including Electronic Payments generated between 03/26/2021 – 05/02/2021 in the amount of \$920,935.72 and April 2021 Payroll Checks 51490074 – 51490075 and Payroll Direct Deposits 140001 – 140123 and 160001 – 160124 in the amount of \$613,933.72.

Submitted by: <u>Juliana Marler</u> , CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___