



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Tuesday, June 10, 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.

A) CALL TO ORDER (9:30 a.m.)

B) EXECUTIVE SESSION

None

C) OPENING REMARKS (9:30 a.m.)

- 1) Opening Remarks
- 2) Approve Minutes of the May 27, 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, June 9, 2025, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve First Amendment to Lease between the Port of Vancouver USA and Vancouver Bulk Terminal LLC
- 2) Approve Raj Chemicals Americas LLC Accounts Receivable Write-off
- 3) Approve the Sale of Surplus Equipment

F) UNFINISHED BUSINESS

1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	123612 – 123970	\$ 6,286,624.66
Electronic Payments	05/01/2025 – 05/31/2025	\$ 4,377,559.61
Payroll Voucher Numbers		\$ 793,778.29
Checks	52157037 – 52157038	
Direct Deposits	190001 – 190160	
	210001 – 210136	

I) CEO REPORT

Environmental Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION

L) WORKSHOP

None

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

None

O) 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 no later than 12:00 p.m. on Monday, June 9, 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, June 10, 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 for more information.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Assistant

06/10/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the May 27, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 05/27/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the May 27, 2025, 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, May 27, 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, May 27, 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. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of May 13, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the May 13, 2025, regular meeting.

OPEN FORUM

Commissioner Burkman asked if anyone had signed up to speak during open forum. CEO Marler 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 Approve Lease Agreement between the Port of Vancouver USA and Cascadia Tech Academy

Lori Kaylor, Industrial and Maritime Sales Manager presented the action item.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign and execute the Lease Agreement at 1501 W 8th Street between the Port of Vancouver USA and Cascadia Tech Academy.

E-2 Approve Public Works Contract for Bid 25-02: Renaissance Trail Segments 4 and 5

Josh Pope, Project Manager presented and discussed the action item to the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with Advanced Excavating Specialists, the lowest responsive and responsible bidder, for Bid 25-02: Renaissance Trail Segments 4 and 5 including all additive alternates in the amount of \$4,543,320.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

CEO REPORT

CEO Marler reported she attended the Vancouver Bulk Terminal (VBT) Soda Ash Facility ribbon cutting event and Association of Washington Business (AWB) spring conference.

COMMISSIONERS REPORTS

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

- Washington Public Ports Association Spring Meeting
- Finance and Commercial Outlook with port staff
- Labor Roundtable

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

- Washington Public Ports Association Spring Meeting
- Finance and Commercial Outlook with port staff

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

- Vancouver Bulk Terminal Soda Ash Facility ribbon cutting event
- Finance and Commercial Outlook with port staff
- Identity Clark County - Learn Here Hero awards ceremony
- Met with CEO

UPCOMING EVENTS

A list of upcoming events was displayed on the screen to highlight staff activities and community meetings. CEO Marler reminded everyone that the Port's administrative office will be closed for renovations at the end of the month. Beginning with the next commission meeting on Tuesday, June 10, 2025, at 9:30 a.m., and continuing through the end of the year, all commission meetings will be held at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682.

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

Terminal 1 Update

Chief Economic Strategy Officer Mike Bomar provided the Commission with an overview and update on the Terminal 1 project. He provided additional information on the following:

- Brief History of Terminal 1
- Project overview including budget, environmental practices and features, AC Mariott, completion of ZoomInfo building, dock replacement, public market building, and lot 1 & 2 development

SIGN DOCUMENTS

The Board signed documents at 10:05 a.m.

RECESS

Commissioner Burkman called a recess from 10:05 a.m. to 10:20 a.m. to prepare for the Administrative Update / Work Session on Terminal 1.

ADMINISTRATIVE UPDATE / WORK SESSION

Commissioner Burkman called the meeting back to order at 10:20 a.m. to begin the Terminal 1 administrative work session. Chief Economic Strategy Officer Mike Bomar led the session and presented updates to the Board on the community engagement plan, IBRP coordination, funding updates, and the management and programming of the project area.

RECESS

Commissioner Burkman called a recess at 11:50 a.m. for a short break and at 11:55 a.m., the meeting reconvened with a continuation of the administrative work session.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, May 27, 2025, regular meeting was adjourned at 12:09 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
May 27, 2025, Regular Port of
Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	Director of Industrial Business
Chrissy Lyons	Title
APPROVED BY:	Chief Commercial Officer
Alex Strogen	Title
SUBJECT:	06/10/2025 Date
Approve First Amendment to Lease between the Port of Vancouver USA and Vancouver Bulk Terminal LLC	

BACKGROUND:

This lease amendment supports the Port Strategic Plan goals to strengthen marine and industrial business; and strengthen its financial sustainability by pursuing opportunities that utilize the Port's property and infrastructure to create jobs and support the economy.

Vancouver Bulk Terminal LLC ("VBT") operates the Port mineral Bulk Terminal Facility which handles bulk copper concentrate and bentonite clay. The initial lease term of 30 years commenced on June 1, 2023, with two 10-year options to extend the lease. VBT is undertaking a reconfiguration of the Bulk Terminal Facility to handle soda ash and increase rail capacity.

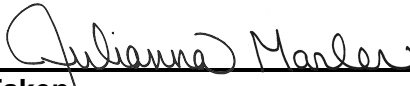
If approved, this amendment will increase the Bulk Terminal Facility premises from 15.9 acres to approximately 25.0 acres, adjust rent, lease security and additional charges. The Port will transfer ownership of certain previously surplused assets to VBT's ownership via a Bill of Sale simultaneously with this amendment. After the asset transfer, the Port will continue to own the Berth 7 dock, rail infrastructure, and shared Building 2805. The effective date of the amendment is March 1, 2025.

In consideration of the expansion and additional cargo volume, the Port will undertake the Terminal 2 Berth 7 Dock Maintenance Project and offset a portion of VBT's investment against rent and leasehold excise taxes due. VBT will no longer handle copper concentrate at this facility after December 31, 2027, unless a rotainer system, or alternative system with comparable or greater benefits, is in place and operational. The value of this expanded area over the remaining initial term is approximately \$18,770,320 plus leasehold excise tax, insurance, stormwater recovery, common area maintenance, and rail fees. VBT's handling of soda ash at this location will produce approximately 95,000 labor hours annually.

Revenue for the expanded lease premises was not included in the 2025 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to execute the First Amendment to Lease at 2701 NW Harborside Drive between the Port of Vancouver USA and Vancouver Bulk Terminal LLC.

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:

Accounting Manager

Nick McEntire

Title

APPROVED BY:

Chief Financial Officer

06/10/2025

Scott Goodrich

Title

Date

SUBJECT: Approve Raj Chemicals Americas LLC Accounts Receivable Write-off

BACKGROUND:

In November 2021, Raj Chemicals Ltd (Raj) entered into an agreement with the Port of Vancouver which included a Minimum Annual Guarantee (MAG). In 2022, they fell short of meeting their MAG by 5,477.37 metric tons. The port invoiced Raj for the 2022 MAG shortfall of \$136,496.06 but never received payment.

The port made multiple attempts to resolve this issue with Raj, but unfortunately, these efforts were unsuccessful. Subsequently, the port submitted the account to our collections partner, who followed their internal protocols. Despite their diligent efforts to recover the outstanding amount, they have determined the debt to be uncollectible.

Per Resolution 10-2022, "Administrative Authority of CEO and their Designees," any account in excess of \$50,000 which is deemed to be uncollectable shall be referred to the Board of Commissioners for final approval of writing off the account.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the write-off of \$136,496.06 from the aged accounts receivable for Raj Chemicals Americas, LLC.

Submitted by: Julianne Marler, CEO

Date Action Taken _____**Motion By:** _____**Approved:** _____**Seconded By:** _____**Deferred To:** _____**Unanimous:** Yes ____ No ____

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

	Director of Facilities	06/10/2025
Casey O'Dell	Title	

APPROVED BY:

	Chief Operations Officer	06/10/2025
Kent Cash	Title	Date

SUBJECT: Approve the Sale of Surplus Equipment

BACKGROUND:

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Per Resolution 7-2024, the Chief Executive Officer (CEO) is authorized pursuant to Revised Code of Washington (RCW) 53.08.090 to sell and convey port district property having a value of \$22,830 or less in value which is no longer suitable or necessary for district purposes, and which is not part of the comprehensive scheme of improvements or modifications thereof. Prior to any such sale or conveyance, the CEO shall itemize and list the property to be sold and make written certification to the commission that the listed property is no longer needed for district purposes.

The "Certification of Surplus Personal Property" memorandum dated February 24, 2025, included a 2015 Genie S125 Boom Lift with extensive hours on the engine and drivetrain. This asset was fully depreciated and no longer in service, as it had been replaced with a new boom lift. J. Stout Auctions provided a low estimate of \$20,000 and a high estimate of \$45,000. The low estimate was used as they have proven to be more accurate from past auctions.

On March 26, 2025, the lift was included in a live online auction hosted by J. Stout Auctions and it sold for \$37,500. This amount, which was more than the original estimate, exceeds the limit of \$22,830 as stated in Resolution 7-2024. Although the actual sale price was greater than the estimated sale price and the limit set forth in Resolution 7-2004, the sale, including related preparation, was conducted in the public interest and a good faith action.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to approve the sale of the surplus equipment for \$37,500 and affirm that the CEO acted within the intent of the policy and based on reliable market information available at the time of approval.

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:

Chief Financial Officer

06/10/2025

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing May 2025 Vendor Claims:

Voucher Numbers	123612 - 123970	\$	6,286,624.66
Electronic Payments	05/01/2025 - 05/31/2025	\$	4,377,559.61
Payroll Voucher Numbers		\$	793,778.29
Checks	52157037 - 52157038		
Direct Deposits	190001 – 190160		
	210001 – 210136		

Additional Information Attached: May 2025 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of May 2025 Vouchers 123612-123970 in the amount of \$6,286,624.66 including Electronic Payments generated between 05/01/2025-05/31/2025 in the amount of \$4,377,559.61 and May 2025 Payroll Check 52157037-52157038 and Direct Deposits 190001-190160 and 210001-210136 in the amount of \$793,778.29.

Submitted by: Julianne Marler, CEO**Date Action Taken** _____**Motion By:** _____**Approved:** _____**Seconded By:** _____**Deferred To:** _____**Unanimous:** Yes____ No____