



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Tuesday, June 24, 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, Pledge of Allegiance
 - 2) Approve Minutes of the June 10, 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 23, 2025, by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 25-14: Berth 13 and 14 Improvements
- F) UNFINISHED BUSINESS**
None
- G) NEW BUSINESS**

- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION**
- K) **WORKSHOP**
External Affairs Community Outreach Program 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 no later than 12:00 p.m. on Monday, June 23, 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 24, 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

06/24/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the June 10, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 06/10/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the June 10, 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, June 10, 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, June 10, 2025, at the C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682.

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 May 27, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the May 27, 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 First Amendment to Lease between the Port of Vancouver USA and Vancouver Bulk Terminal LLC

Angie Hanslovan, Real Estate Specialist, presented the action item and discussed it with the commissioners.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, 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.

E-2 Approve Raj Chemicals Americas LLC Accounts Receivable Write-off

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

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the write-off of \$136,496.06 from the aged accounts receivable for Raj Chemicals Americas, LLC.

E-3 Approve the Sale of Surplus Equipment

Casey O'Dell, Director of Facilities, presented the action item and discussed it with the commissioners.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, 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.

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.

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 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.

CEO REPORT

CEO Marler reported she attended the Association of Washington Business (AWB) “Washington in the Making 2040” launch event and gave an overview of the vision and plan. She also attended the Washington State University (WSU) Advisory Council Summit and provided a brief summary.

Environmental Project Updates

Matt Harding, Environmental Project Manager provided an update and answered questions on environmental projects including:

- Pollinator Habitat Improvements
- Vancouver Bee City USA and Pollinator Festival
- Purple Martin Update
- Streaked Horned Larks

COMMISSIONERS REPORTS

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

- Port Tour

He spoke about Pride Month and noted the importance of recognizing the contributions of those within the community.

Commissioner Orange stated he did not attend any events. He briefly spoke about the state of the world and efforts to bring manufacturing back to the United States.

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

- Regional Transportation Council Meeting
- Met with CEO

The commissioners and CEO Marler expressed appreciation to C-Tran and their staff for their continued partnership with the port.

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 would be held on Tuesday, June 24, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682. 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

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:10 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, June 10, 2025, regular meeting was adjourned at 10:15 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
June 10, 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 Engineering & Project Delivery	06/24/2025
Monty Edberg		Title	Date
APPROVED BY:			
		Chief Operations Officer	06/24/2025
Kent Cash		Title	Date
SUBJECT:	Approve Public Works Contract for Bid 25-14: Berth 13 and 14 Improvements		

BACKGROUND:

This agenda item supports the port's Strategic Plan goal of pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

Berths 13 and 14 at Terminal 4 have been historically used for short-term lay berth of cargo and military vessels, as well as container storage in the upland parking area. The lack of parking space and the vessels' sewage discharge system make these berths less appealing for long-term use as lay berths. If approved, this project will modernize these Berths by rehabilitating the existing asphalt roadway, expanding the parking area to accommodate 40 vehicles, installing site lighting, adding a sewage pump that connects the vessel to sanitary discharge with a dedicated pump house, and upgrading the security fence with a gate.

Berth 13 & 14 Improvements project is anticipated to be completed by end of October 2025.

On May 15, 2025, the Port of Vancouver issued an Invitation to Bid 25-14: Berth 13 and 14 Improvements. On June 12, 2025, the following bids were received:

Bidder	Location	Bid Total
Western United Civil	Yacolt, WA	\$1,505,184.00
Tapani Inc.	Battle Ground, WA	\$1,588,995.50
Nutter Corp.	Vancouver, WA	\$1,675,467.50
Conway Construction	Vancouver, WA	\$1,719,948.50
Dewitt Construction	Vancouver, WA	\$1,735,566.00
Lee Contractors	Vancouver, WA	\$1,831,905.00

Staff has reviewed Western United Civil's responsive bid and concluded they are a responsible contractor cable of performing the work. The bid is below the engineer's estimate range of \$1,574,801 ~ \$1,740,569.

The project is included in the approved annual budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Western United Civil, the lowest responsive and responsible bidder, for Bid 25-14: Berth 13 and 14 Improvements, for \$1,505,184 plus applicable Washington State sales tax.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____