



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Tuesday, July 8, 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 June 24, 2025, Regular Meeting
 - 3) Celebrate Freedom Program
- 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, July 7, 2025, by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 25-26: Building 3103 North Office Renovations
- F) UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	123972 – 124281	\$ 3,037,996.37
Electronic Payments	06/01/2025 – 06/30/2025	\$ 694,868.25
Payroll Voucher Numbers		\$ 760,788.59
Checks	52166453	
	52171936 – 52171937	
Direct Deposits	230001 – 230136	
	260001 – 260137	

I) CEO REPORT

1) 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, July 7, 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, July 8, 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

07/08/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the June 24, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 06/24/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the June 24, 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 24, 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 24, 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. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of June 10, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the minutes of the June 10, 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 stated there was one person who signed up to provide comment.

Deken Letinich

Deken Letinich, representing Laborers Local 335, requested the port consider the inclusion of safety language in port contracts and shared an example of such language adopted by the City of Ridgefield.

ACTION ITEMS

E-1 Approve Public Works Contract for Bid 25-14: Berth 13 and 14 Improvements

Ahmed Mohammed, Project Manager presented 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 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.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

CEO REPORT

No CEO report.

COMMISSIONERS REPORTS

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

- Pacific Northwest Waterways Association Summer Conference

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

- Partners in Careers 2025 "PICnic" Fundraiser
- Labor Roundtable

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

- Interstate Bridge Replacement Meeting
- Port Tour
- Pacific Northwest Waterways Association Monthly Meeting
- Met with CEO

UPCOMING EVENTS

A list of upcoming events was displayed on the screen to highlight staff activities and community meetings. CEO Marler stated the next commission meeting will be held on July 8, 2025, at 9:30 a.m. 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

External Affairs Community Outreach Program Update

Chief of External Affairs Ryan Hart lead the workshop on the External Affairs Community Outreach Program update. He provided a presentation highlighting the many areas of focus for this year including port tours, sponsorships, events, community fund, and public outreach and involvement. The board commented on the work the team performs and extended their thanks. Hart thanked the commissioners for their continued support of port outreach efforts.

SIGN DOCUMENTS

The Board signed documents at 10:01 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 24, 2025, regular meeting was adjourned at 10:05 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
June 24, 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	07/08/2025
Monty Edberg		Title	Date
APPROVED BY:			
		Chief Operations Officer	07/08/2025
Kent Cash		Title	Date
SUBJECT:	Approve Public Works Contract for Bid 25-26: Building 3103 North Office Renovations		

BACKGROUND:

This project supports the Port's Strategic Plan goal to develop a rolling 20-year comprehensive, maintenance plan to maximize operational capacity, efficiency, and life expectancy of port assets.

This project involves renovating the North Administration Building 3103, including converting a storage room into office space and replacing outdated fixtures and finishes that are beyond their useful life throughout the building, including the bathrooms and the kitchen.

To minimize disruptions, impacted staff have been temporarily relocated. While this project is being coordinated alongside other facility upgrades at the same location, this contract is anticipated to reach substantial completion by October 1, 2025.

On June 6, 2025, the Port of Vancouver issued an Invitation to Bid 25-26 Building 3103 North Office Renovations. On June 26, 2025, the following bids were received:

Bidder	Location	Base Bid Amount	Bid Add/Alt	Total
Kirby Nagelhout Construction Co.	Bend, OR	\$ 998,845	\$55,218	\$1,054,063
Artis	Portland, OR	\$1,099,318	\$63,086	\$1,162,404
Ross Builders	Hillsboro, OR	\$1,118,654	\$53,233	\$1,171,887
JH Kelly	Longview, WA	\$1,193,915	\$46,853	\$1,240,768
Skyward Const.	Ridgefield, WA	\$1,252,751	\$60,905	\$1,313,656
CB Const Inc.	La Grande, OR	Non-responsive		

Staff has reviewed Kirby Nagelhout Construction Company's responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is below the engineer's estimate ranging from \$1,093,402 to \$1,197,343. All added alternatives will be

included in the contract totaling \$1,054,063.00 plus Washington State Sales Tax. 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 Kirby Nagelhout Construction Company, the lowest responsive and responsible bidder, for Bid 25-26: Building 3103 North Office Renovations, for the base bid plus the additive alternate of \$1,054,063.00 plus applicable Washington State sales tax.

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

07/08/2025

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing June 2025 Vendor Claims:

Voucher Numbers	123972 - 124281	\$	3,037,996.37
Electronic Payments	06/01/2025 - 06/30/2025	\$	694,868.25
Payroll Voucher Numbers		\$	760,788.59
Checks	52166453 52171936 - 52171937		
Direct Deposits	230001 - 230136 260001 - 260137		

Additional Information Attached: June 2025 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of June 2025 Vouchers 123972-124281 in the amount of \$3,037,996.37 including Electronic Payments generated between 06/01/2025-06/30/2025 in the amount of \$694,868.25 and June 2025 Payroll Checks 52166453, 52171936-52171937 and Direct Deposits 230001-230136 and 260001-260137 in the amount of \$760,788.59.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ____ No ____