



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Thursday, July 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 July 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. Wednesday, July 23, 2025, by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 25-34: Building 2695 Trucking
- F) UNFINISHED BUSINESS**
None
- G) NEW BUSINESS**

- H) CEO REPORT
- I) COMMISSIONERS REPORTS
- J) UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION
- K) WORKSHOP
None
- 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 Wednesday, July 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. Thursday, July 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

07/24/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

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

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/08/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the July 8, 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, July 8, 2025**

CALL TO ORDER

Commission Vice-President Orange 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, July 8, 2025, at the C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682.

OPENING REMARKS

Commissioner Orange welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He also informed attendees that Commissioner Burkman would be delayed but would be in attendance. 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 Orange then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of June 24, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried 2-0, the Board of Commissioners approve the minutes of the June 24, 2025 regular meeting.

CELEBRATE FREEDOM PROGRAM

Temple Lentz, President/CEO of the Historic Trust provided an update on 2025 Celebrate Freedom programs, including the Marshall Leadership Awards, a reimagined summer event series, and the Veterans Day Parade. She expressed appreciation for the port's continued support and shared progress on the new small business incubator program.

The commissioners thanked Temple Lentz for her presentation and for her efforts in sharing Vancouver's history.

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.

Craig Sheets

Craig Sheets spoke about concerns about national port security.

ACTION ITEMS

E-1 Approve Public Works Contract for Bid 25-26: Building 3103 North Office Renovations

Josh Pope, Project Manager, 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 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.

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

Nick McEntire, Accounting Manager, 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 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.

CEO REPORT

Project Updates

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

- 2024 Berth Repairs
- BL3300 Office Build
- EV Chargers Phase 1
- Terminal 1 Dock Replacement

He answered questions from the commissioners.

COMMISSIONERS REPORTS

Commissioner LaBrant stated he did not attend any events.

Commissioner Orange stated he did not attend any events. He briefly spoke about the families affected by flooding in Texas.

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

- Regional Transportation Council Meeting

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 scheduled for Tuesday, July 22, 2025 will be rescheduled due to scheduling conflicts. She also highlighted 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 10:15 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, July 8, 2025, regular meeting was adjourned at 10:18 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
July 8, 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	07/24/2025
Monty Edberg		Title	Date
APPROVED BY:			
		Chief Operations Officer	07/24/2025
Kent Cash		Title	Date
SUBJECT:	Approve Public Works Contract for Bid 25-34: Building 2695 Trucking		

BACKGROUND:

This project supports the port's strategic plan goals by leveraging property and infrastructure to create jobs, support the economy, and maintain a diverse cargo portfolio. It promotes growth for existing tenants while protecting air, water, and land through proactive, sustainable operations.

This project supports a tenant facility improvement by removing contaminated soil from the construction area and transporting it to a regulated landfill for appropriate disposal. The port is responsible for coordinating this portion of the work in accordance with the lease agreement.

The contractor will provide trucking services on an as needed basis for the duration of the project. The contract is anticipated to be completed in October 2026.

On June 13, 2025, the port issued Invitation to Bid 25-34: Building 2695 Trucking project. On July 14, 2025, the following bids were received:

Bidder	Location	Total w/o WA Sales Tax
Nutter Corporation	Vancouver, WA	\$645,598.00
Tapani Inc.	Battle Ground, WA	\$665,828.50
Clark & Sons Excavating	Battle Ground, WA	\$836,534.00
Taylor Transport Inc.	Vancouver, WA	Non-Responsive
Legacy 6	Ridgefield, WA	Non-Responsive

Staff have reviewed Nutter Corporation's responsive bid and concluded they are a responsible contractor capable of performing the work.

The engineer's estimate is \$747,208.00 to \$828,862.00. The project is included in the approved 2025 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Nutter Corporation, the lowest responsive and responsible bidder, for Bid 25-34: Building 2695 Trucking, for \$645,598.00 plus applicable Washington State sales tax.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___