



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 10, 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 July 27, 2021 Regular Meeting
3) Intern Introduction
- D) OPEN FORUM**
1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, August 10, 2021 by emailing povcommissioners@portvanusa.com**
- E) ACTION ITEMS**
1) Approve Contracts with RH2 Engineering, KPFF Inc., and PBS Engineering & Environmental for On-Call Civil Engineering Design Services
2) Approve Public Works Contract Bid 21-21: Terminal 3 – 2021 Paving Project
- F) UNFINISHED BUSINESS**
1) Port Contracts Logs
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**
- | | | |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers | 106121 - 106397 | \$ 3,882,793.14 |
| Electronic Payments | 07/02/2021 – 08/01/2021 | \$ 1,136,742.30 |
| Payroll Voucher Numbers | | \$ 608,330.78 |
| Checks | 51536454 | |
| Direct Deposits | 270001 – 270126 | |
| | 290001 – 290128 | |
- 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

1) Strategic Plan 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: 857 2838 8527 and Passcode number: 923713 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, August 9, 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, August 10, 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

08/10/2021

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the July 27, 2021 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/27/2021 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the July 27, 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, July 27, 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, July 27, 2021, via teleconference number 1 (253) 215-8782, conference code: 820 5422 8390 and passcode number: 766309 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
Betsy Rogers	Port Administrative Supervisor
Savannah Mitcham	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Casey O'Dell	Port Director of Facilities
Chris Jackson	Port Facilities and Fleet Manager
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Jonathan Eder	Port Director of Human Resources
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer

Matt Graves
Matt Harding
Mike Bomar
Mike Schiller
Mindy Pennington
Monty Edberg
Nam Nguyen
Phala Le
Rachelle Askman
Randy McCaleb
Richard Troudt
Rick Cline
Scott Goodrich
Thane Giles
Therese Lang
Thomas Chidwick
Todd Krout
Wayne Harner
Stephanie McClintock
Lori Froehlick
Stephen Whittington
Don Steinke
Alona Steinke
Cathryn Chudy

Port Environmental Manager
Port Environmental Project Manager
Port Director Economic Development
Port Director of Business Development
Port Accounts Payable Specialist
Port Director of Engineering & Project Delivery
Port Applications Analyst
Port Human Resources Specialist
Port Communications Coordinator
Port Contracts Manager
Port Security Manager
Port Contracts Manager
Port Director of Finance & Accounting
Port Project Manager
Port Director of Communications
Port General Office Assistant
Port Director of Operations
Port Rail Manager
UGC
Clark Public Utilities
KPFF
Community Member
Community Member
Community Member

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

APPROVAL OF MINUTES

Regular Meeting of July 13, 2021

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the July 13, 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 reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting. She then called on each community member based on the order in which the port received their request.

Cathryn Chudy

Ms. Chudy asked the port to support the City of Vancouver's plan to extend its ordinance regarding a fossil fuel moratorium.

Don Steinke

Mr. Steinke discussed the Climate Commitment Act and amendments to the bill that addressed social justice concerns. He also expressed his appreciation to the Washington Public Ports Association for supporting the Act and the amendments to the bill.

Alona Steinke

Ms. Steinke thanked the port for moving forward with the Climate Action Plan. She also asked that the port consider setting early targets to reduce greenhouse gas emissions and suggested several ideas to advance the plan even more.

ACTION ITEMS

E-1 Approve Public Works Contract Bid 21-15: Terminal 2 Biofiltration Soil Media and Plant Replacement Project

Matt Graves, Environmental Manager introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with Lee Contractors LLC, the lowest responsive and responsible bidder, for Bid 21-15: Terminal 2 Biofiltration Soil Media and Plant Replacement Project, in the amount of \$417,540.55 including Washington State sales tax.

E-2 Approve Contract with KPFF Consulting Engineers for Consultant Design Services for Berth 17 Rehabilitation and Resolution 1-2021

Monty Edberg, Director of Engineering & Project Delivery and Scott Goodrich, Director of Finance & Accounting introduced the action item and discussed it with the Commission. They answered questions from the Board.

Stephen Whittington from KPFF Consulting Engineers also provided some background information.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with KPFF Consulting Engineers for a not to exceed amount of \$709,220 including Washington State sales

tax for the Rehabilitation of the Berth 17 Dock Structure, located at Terminal 5, and approve the attached Reimbursement Resolution 1-2021.

E-3 Approve and Ratify Pape Machinery Road Grader Rental

Casey O'Dell, Director of Facilities introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners ratify the rental of the Pape Machinery Road Grader and authorize the CEO to approve the extension of the original rental through the end of 2021 for a total contract amount of \$311,899.32 including Washington State sales tax.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

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.

COMMISSIONERS REPORTS

Commissioner Orange stated he attended the following events and meetings and provided a brief summary on the meetings he attended:

- Washington Public Ports Association (WPPA) Commissioners' Seminar
- Vancouver Business Journal's Top Projects Event

He also shared his thoughts regarding Open Forum comments by Cathryn Chudy and Don Steinke and encouraged folks to get vaccinated.

Commissioner Burkman stated he agrees with Commissioner Orange regarding vaccines.

He also stated he attended the following events and meetings and provided a brief summary on the meetings he attended:

- Washington Public Ports Association (WPPA) Commissioners' Seminar

- Washington Economic Development Association Forum
- IBR Executive Steering Group
- Labor Roundtable
- Puget Sound Business Journal Forum
- Vancouver City Council Meeting

Commissioner LaBrant stated he also attended the Washington Public Ports Association (WPPA) Commissioners' Seminar and concurred with his fellow commissioners regarding the importance of vaccines.

WORKSHOP

No workshop was held during this 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, July 27, 2021 regular meeting was adjourned at 9:20 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, July 27, 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

08/10/2021

Kent Cash

Title

Date

SUBJECT: Approve Contracts with RH2 Engineering, KPFF Inc., and PBS Engineering & Environmental for On-Call Civil Engineering Design Services

BACKGROUND:

These contracts support 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.

Civil engineering services are required throughout the port for the design, planning, permitting and implementation of capital development initiatives. Examples of services for which these contracts will be used involve work on preparation of masterplan and concept drawings, site analysis, grading plans, utility design, roadway design, civil plan permitting and various other civil engineering-related services for the port and its prospective tenants.

On June 14th, 2021, the port issued a Request for Qualifications (RFQ) for On-Call Civil Engineering Design Services. Interviews were conducted, and the results determined RH2 Engineering, KPFF Inc., and PBS Engineering & Environmental to be the most qualified consultants to perform the services required by the port.

The contracts will be issued for three years with the option to extend to complete any open task orders. If contracts reach their dollar limits, additional funds will be requested through the CEO/Board of Commission approval process, depending on the amount of the request. The funds used for these contracts are included in the approved annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with RH2 Engineering, Inc. for a not to exceed amount of \$750,000, a contract with KPFF Inc. for a not to exceed amount of \$500,000, and a contract with PBS Engineering & Environmental for a not to exceed amount of \$500,000 to perform on-call civil engineering design services.

Submitted by: Julianne 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 Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief
Operations Officer

08/10/2021

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract Bid 21-21: Terminal 3 – 2021 Paving Project

BACKGROUND:

This project supports the port's Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy.

Terminal 3 is used to move multiple cargoes at the Port of Vancouver. The terminal serves as cargo laydown space for many of the port's customers, and contains three break bulk warehouses, along with the port's maintenance and security facilities. The pavement at Terminal 3 is an integral part of the port's interconnected storage and throughway operational surfaces, such as for the transportation and storage of wind turbine components. Terminal 3 also has rail service on the north side and is outfitted with Berths 8 and 9 along the waterfront, allowing for transportation of goods from rail and ship across the terminal.

Because the terminal is critical to moving this variety of cargoes through the port, substantial effort is made to maintain and extend the working life of the pavement. The asphalt has reached the point where on-going maintenance is no longer sufficient to ensure efficient and reliable use of the terminal, and replacement is required.

The selected section(s) of the deteriorated asphalt will be removed and replaced, up to a depth of 3 to 5 inches, while salvaging the existing base material. The new asphalt and replacement catch basin sediment filters are expected to improve drainage in the project area and provide a durable surface resistant to infiltration, providing a first layer of protection against environmental impacts.

Due to the 2021 paving budget forecasts set by the port, two sections of Terminal 3 were requested to be priced by the bidders with one section identified as an additive alternate. Specifications stated the successful bidder would be selected on the pricing of the base bid, not to include the additive alternate. In the event the bidders pricing for both the base and alternate lots were within an acceptable amount, both the base and alternate lots may be awarded.

On July 14, 2021 the port issued Invitation to Bid 21-21: Terminal 3 - 2021 Paving Project. On July 29, 2021 the following bids were received:

Bidder	Location	Base Bid	Additive Alternate	Total
Lakeside Industries	Vancouver, WA	\$277,117.68	\$148,520.23	\$425,637.91
Granite Construction Company	Vancouver, WA	\$280,052.61	\$141,348.38	\$421,400.99
West Coast Solutions	Vancouver, WA	\$307,000.75	\$149,702.88	\$456,703.63
A-Line Asphalt Maintenance	Vancouver, WA	\$310,076.73	\$160,455.23	\$470,531.96

Staff has reviewed the Lakeside Industries responsive bid and concluded they are a responsible contractor capable of performing the work.

The engineer's estimate for both the base bid and additive alternate is \$382,750 - \$422,900. The base bid project is included in the approved 2021 budget, and the port has sufficient funds to include the additive alternate as part of the contract.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Lakeside Industries, the lowest responsive and responsible bidder, for Bid 21-21: Terminal 3 - 2021 Paving Project for the base bid and additive alternate in the amount of \$425,637.91 including 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:

Director of Finance
& Accounting

08/10/2021

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

July 2021 Vendor Claims:

Voucher Numbers	106121 - 106397	\$ 3,882,793.14
Electronic Payments	07/02/2021 – 08/01/2021	\$ 1,136,742.30
Payroll Voucher Numbers		\$ 608,330.78
Checks	51536454	
Direct Deposits	270001 – 270126	
	290001 – 290128	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of July 2021 Vouchers 106121 – 106397 in the amount of \$3,882,793.14 including Electronic Payments generated between 07/02/2021 – 08/01/2021 in the amount of \$1,136,742.30 and July 2021 Payroll Check 51536454 and Payroll Direct Deposits 270001 – 270126 and 290001 – 290128 in the amount of \$608,330.78.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____