



**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, September 10, 2024**

*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 CTVV cable channels 21, 23 / HD 323, and at [www.cvtv.org](http://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 August 27, 2024, Regular Meeting
  - 3) Community Fund Update - Vancouver Symphony Orchestra
  - 4) Community Fund Update - WHY Racing
- 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, September 9, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**  
None
- F) **UNFINISHED BUSINESS**
  - 1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	120281 – 120644	\$18,661,049.20
Electronic Payments	08/01/2024 – 08/30/2024	\$16,264,725.23
Payroll Voucher Numbers		\$ 795,666.94
Checks	52059904 52065126	
Direct Deposits	320001 – 320139 340001 – 340138	

**I) CEO REPORT**

1) Project Updates

**J) COMMISSIONERS REPORTS**

**K) UPCOMING EVENTS**

**L) WORKSHOP**

Mid-Year Strategic Plan and Financial & Commercial Update

**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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, September 9, 2024. 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, September 10, 2024, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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**REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA**

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**REVIEWED BY:**

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	Executive Assistant	09/10/2024
Betsy Rogers	Title	Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the August 27, 2024, Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 08/27/2024 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the August 27, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** *Juliana Marler*, CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_ **Unanimous:    Yes** \_\_\_ **No** \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, August 27, 2024**

**CALL TO ORDER**

Commission Vice-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, August 27, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

Commissioner LaBrant joined the meeting virtually, and Commissioner Burkman confirmed that Commissioner LaBrant was on the line.

**OPENING REMARKS**

Commissioner Burkman welcomed everyone to the commission meeting. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of August 13, 2024**

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the August 13, 2024, 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 Contracts with WSP USA Inc., SGA Engineering, RH2 Engineering and Otak Inc. for On Call Civil Engineering Design & Consulting Services

Monty Edberg, Director of Engineering and Project Delivery 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 contracts with WSP USA Inc. for a not-to-exceed amount of \$800,000, SGA Engineering for a not-to-exceed amount of \$400,000, RH2 Engineering for a not-to-exceed amount of \$400,000, and Otak Inc. for a not-to-exceed amount of \$400,000 to perform On Call Civil Engineering Design & Consulting Services.

#### E-2 Approve Public Works Contract for Bid 24-42: Priority Paving Project No. 1

Monty Edberg, Director of Engineering and Project Delivery presented the action item and discussed it with 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 Lakeside Industries, the lowest responsive and responsible bidder for Bid 24-42: Priority Paving Project No. 1 in the amount of \$392,350.50 plus applicable sales tax.

#### E-3 Resolution 4-2024: Appointment and Bonding of Port Treasurer and Port Auditor

Scott Goodrich, Chief Financial Officer presented the action item and discussed it with the Commission. He answered questions from the board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and adopt Resolution 4-2024 and appoint the Port of Vancouver Chief Financial Officer as Port Auditor and Port Treasurer until further notice and authorize acquisition of a security bond with a surety company licensed to do business in the State of Washington in the amount of \$5,000 for Port Treasurer and \$50,000 for Port Auditor respectively.

#### E-4 Approve Contract with Parametrix for Model Toxic Control Act Remediation & Consulting Services

Mary Mattix, Director of Environmental Services presented the action item and discussed it with the Commission. She answered questions from the board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with Parametrix for a not-to-exceed amount of \$3,250,000 to perform Model Toxics Control Act (MTCA) Remediation & Consulting Services.

### **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 events and provided a brief summary:

- Met with CEO Marler

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

- Vancouver Business Journal Top Project Awards
- Labor Roundtable
- Tour Port of Orange, Texas

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

- Waterfront Appreciation BBQ Lunch
- Pacific Northwest Waterways Association – Monthly Meeting
- Regional Transportation Council Meeting
- Port Tour
- Met with CEO Marler

## **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 will be held on Tuesday, September 10, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

## **RECESS**

Commissioner Burkman called a recess from 9:58 a.m. to 10:05 a.m. to prepare for the port's Cybersecurity Update workshop.

## **WORKSHOP**

### **Cybersecurity Update**

Information Security Architect Chris Carter lead the Cybersecurity Update workshop and introduced Logan Rogers, Information Security Analyst. Chris provided a presentation on changes to the cyber environment since last year's update. He also discussed the threat landscape, challenges, regulations, ways cybersecurity is tested and what is next for cybersecurity at the port. He answered questions from the board.

Chris then spoke about Artificial Intelligence (AI), what it is, how the port can use it, challenges, and what is next for AI at the port.

The Commissioners and CEO Marler thanked Chris for his presentation and thanked Chris and Logan for their work protecting the port.

## **SIGN DOCUMENTS**

The Board signed documents at 10:50 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, August 27, 2024, regular meeting was adjourned at 10:56 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,  
August 27, 2024, Regular Port of  
Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary

# Agenda Item No. H-1

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<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	
Accounts Payable	
Title	
<b>APPROVED BY:</b>	
Chief Financial Officer	09/10/2024
Scott D. Goodrich	Date
<b>SUBJECT: VENDOR CLAIMS APPROVAL</b>	

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**BACKGROUND:**

Voucher Numbers	120281 – 120644	\$18,661,049.20
Electronic Payments	08/01/2024 – 08/30/2024	\$16,264,725.23
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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2024 Vouchers 120281 – 120644 in the amount of \$18,661,049.20 including Electronic Payments generated between 08/01/2024 – 08/30/2024 in the amount of \$16,264,725.23 and August 2024 Payroll Checks 52059904 and 52065126 and Payroll Direct Deposits 320001 – 320139 and 340001 – 340138 in the amount of \$795,666.94.

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<b>Submitted by:</b> <u>Julianne Marler, CEO</u>	
<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes ___ No ___