



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Tuesday, September 23, 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 September 9, 2025, Regular Meeting
- 3) Community Fund Update – Vancouver Bee Project
- 4) Community Fund Update – The Historic Trust Small Business Incubator

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 22, 2025, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Contract for Public Works Bid 25-57: Berth 5 Maintenance

F) UNFINISHED BUSINESS

None

- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION**
- K) **WORKSHOP**
Mid-Year Strategic Plan 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, September 22, 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, September 23, 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

09/23/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the September 9, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 09/09/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 9, 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, September 9, 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, September 9, 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 August 12, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approved the minutes of the August 12, 2025 regular meeting.

OPEN FORUM

Commissioner Burkman asked if anyone had signed up to speak during open forum. Chief Administrative Officer Jonathan Eder 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 Contract with Jacobs Engineering for Clean Ports Electrical Infrastructure Design & Consulting Services

John Castle, 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 contract with

Jacobs Engineering for a not to exceed amount of \$921,180 to perform Clean Ports Electrical Infrastructure Design & Consulting Services.

E-2 Approve Contracts with WSP USA, Lloyd Engineering Inc., KPFF, and Moffatt & Nichol for On-Call Marine Structural Engineering Consulting Services

Ahmed Mohammed, Project Manager, presented the action item.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with WSP USA for a not to exceed amount of \$1,000,000, a contract with Lloyd Engineering for a not to exceed amount of \$1,000,000, a contract with KPFF for a not to exceed amount of \$750,000 and a contract with Moffatt & Nichol, for a not to exceed amount of \$500,000 to perform on-call marine structural engineering consulting services.

E-3 Approve Public Works Contract for Bid 25-67: 2025 Maintenance Dredging Project

Mark Newell, Project Delivery Manager, presented the action item.

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 HME Construction Inc., the lowest responsive and responsible bidder, for Bid 25-67: 2025 Maintenance Dredging Project in the amount of \$605,195.00 not including Washington State sales tax.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. Chief Administrative Officer Eder reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port 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 August 2025 Vouchers 124676-

125028 in the amount of \$5,323,622.89 including Electronic Payments generated between 08/01/2025-08/31/2025 in the amount of \$1,630,133.46 and August 2025 Payroll Checks 52189398 and 52193522 and Direct Deposits 320001-320137 and 340001-340141 in the amount of \$815,415.69.

CEO REPORT

Project Updates

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

- Trail Segments 4 & 5
- Berth 13 & 14 General Service Upgrades
- Pavement Markings – Unit Price
- BL 3103 Interior Renovation
- BL 3300 Office Build
- EV Chargers Phase 1
- Terminal 1 Dock Replacement

He answered questions from the commissioners.

CEO Report

No CEO Report

COMMISSIONERS REPORTS

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

- Labor Roundtable
- Fruit Valley Park Playground Ribbon Cutting
- Waterfront Appreciation Lunch

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

- Labor Day Picnic
- Met with Temple Lentz

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

- Waterfront Appreciation Lunch
- Port Tour
- Regional Transportation Council Meeting
- Columbia Springs Hooked on Nature Dinner
- Clark County Historic Museum Event
- Interstate Bridge Replacement Program Meeting

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Chief Administrative Officer Eder stated the next commission meeting will be held on September 23, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682. He also highlighted upcoming community events.

In addition, he reminded everyone of the ways they can communicate with the Commission. He stated there is a great deal of information available on the port website and encouraged everyone to check it out.

WORKSHOP

Cybersecurity Update

Chief Administrative Officer introduced Information Security Architect Chris Carter and Logan Rogers, Information Security Analyst. Chris Carter lead the Cybersecurity Update workshop and shared updates about new regulations to the cyber environment including requirements, timelines, and challenges.

Logan Rogers then spoke about phishing trends and proactive measures the port is utilizing.

The Commissioners thanked Chris and Logan for their work.

SIGN DOCUMENTS

The Board signed documents at 10:31 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, September 9, 2025, regular meeting was adjourned at 10:33 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Karla Hiler, Administrative Supervisor,
September 9, 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
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering &
Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer

09/23/2025

Kent Cash

Title

Date

SUBJECT: Approve Contract for Public Works Bid 25-57: Berth 5 Maintenance

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 rehabilitating Berth 5 and the adjacent building. The repairs and maintenance work include pile jacketing, pile replacement, deck and handrail replacement and other structural rehabilitation work. The work will be performed while the berth is active.

Berth 5 is utilized by Marathon and Sunoco to import and export liquid bulk. Under our Berthing agreement, the costs for the project will be shared equally between the port, Marathon and Sunoco.

On July 31, 2025, the Port of Vancouver issued an Invitation to Bid 25-57: Berth 5 Maintenance. On September 4, 2025, the following bids were received:

Bidder	Location	Total w/o WA Sales Tax
Advanced American Construction	Portland, OR	\$1,833,600
Massana Construction	Gig Harbor, WA	\$2,915,881
North Bank Civil	Vancouver, WA	\$3,209,850
Bergerson Construction	Astoria, OR	\$3,269,342
Ballard Marine	Washougal, WA	\$3,327,234
Combined Construction	Mukilteo, WA	\$3,478,800

Staff has reviewed Advanced American Construction responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is below the engineer's estimate ranging from \$2,850,000 - \$3,150,000.

The project is included in the approved 2025 annual budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with Advanced American Construction, the lowest responsive and responsible bidder, for Bid 25-57: Berth 5 Maintenance project in the amount of \$1,833,600, plus applicable Washington State sales tax.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____