



**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682  
Tuesday, October 14, 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](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 September 23, 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. Monday, October 13, 2025, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**E) ACTION ITEMS**

- 1) Approve Change Order for the Public Works Contract for Bid 24-71: Terminal 1 – Dock Replacement

**F) UNFINISHED BUSINESS**

- 1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	125032 – 125396	\$14,855,299.00
Electronic Payments	09/01/2025 – 09/30/2025	\$ 990,612.22
Payroll Voucher Numbers		\$ 780,974.27
Direct Deposits	370001 – 370137 390001 – 390136	

**I) CEO REPORT**

1) Environmental Project Updates

**J) COMMISSIONERS REPORTS**

**K) UPCOMING EVENTS/COMMUNICATING WITH THE COMMISSION**

**L) WORKSHOP**

None

**M) SIGN DOCUMENTS**

**N) ADMINISTRATIVE UPDATE/WORK SESSION**

2026 Preliminary Budget Administrative Work Session

**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, October 13, 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, October 14, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Assistant

10/14/2025

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the September 23, 2025, Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 09/23/2025 Regular Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 23, 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 23, 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 23, 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 September 9, 2025**

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approved the minutes of the September 9, 2025 regular meeting.

**Community Fund Update**

CEO Marler welcomed Julie Rawls, Community Relations Manager to introduce two of this year's port Community Fund Program recipients prior to their presentations.

Community Relations Manager Julie Rawls reminded the Board that part of the port's Community Fund Program is to invite the recipients to come and share with the Board the partnerships they have with the port and how their project supports the port's mission of creating economic benefit for the community and beyond.

**Vancouver Bee Project**

Kyle Roslund, founder of the Vancouver Bee Project, thanked the Port for their partnership and their support in making the 2025 Pollinator Festival possible. Despite rain, the event drew 2,500 attendees, 75+ volunteers, 40 vendors, activities, and professional talks, while also celebrating Vancouver becoming a Bee City USA. Commissioners thanked Kyle for his work.

## The Historic Trust Small Business Incubator

Carol Ross, Development and Outreach Manager, began by thanking the port for their support of this new program. She highlighted the history of Providence Academy and the launch of the 2025 Small Business Incubator Program supported by the port's community fund. The program offers lease assistance, mentorship, and business planning, and has welcomed two tenants, with more applicants pending. Future goals include adding more spaces, preserving the building, and strengthening community engagement. The commissioners thanked the Historic Trust for its work with small businesses.

## **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 there was no one present who signed up to provide comment.

## **ACTION ITEMS**

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

Josh Pope, 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 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.

## **UNFINISHED BUSINESS**

No unfinished business was discussed.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

CEO Marler reported she was on a marketing trip over the past couple weeks.

## **COMMISSIONERS REPORTS**

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

- Labor Roundtable
- Jazz in the Park

- Vancouver Peace and Justice Fair
- Habitat for Humanity New Store Ribbon Cutting
- Habitat for Humanity Breakfast Fundraiser
- Pearson Airfield Centennial Celebration

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

- Port Tour
- Habitat for Humanity New Store Ribbon Cutting
- Hispanic Heritage Gala
- Vancouver Peace and Justice Fair

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

- Vancouver Peace and Justice Fair
- Pacific Northwest Waterways Association monthly meeting

## **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 October 14, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682. 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**

### **Mid-Year Strategic Plan and Financial & Commercial Update**

Chief Economic Strategy Officer Mike Bomar provided a brief presentation on the key areas of progress of the Strategic Plan in the first half of 2025. He shared updates about the plan's External Affairs, Economic Development, Environmental, Organizational, and Marine/Commercial goals.

He introduced Scott Goodrich, Chief Financial Officer, to present the financial update. Scott discussed the port's financial goals and provided a mid-year financial update. In addition, he presented key highlights of 2024 vs 2025 and gave a brief look ahead to 2026. He answered questions from the Board.

## **SIGN DOCUMENTS**

The Board signed documents at 10:41 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 23, 2025, regular meeting was adjourned at 10:46 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,  
September 23, 2025, Regular Port of  
Vancouver USA Board of  
Commission Meeting

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Jack Burkman, President

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Don Orange, Vice President

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Eric LaBrant, Secretary

# Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION		PORT OF VANCOUVER USA	
REVIEWED BY:		Director of Engineering & Project Delivery	
Monty Edberg		Title	
APPROVED BY:			
		Chief Operations Officer	10/14/2025
Kent Cash		Title	Date
SUBJECT: Approve Change Order for the Public Works Contract for Bid 24-71: Terminal 1 – Dock Replacement			

## BACKGROUND:

This project advances the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

On February 25, 2025, a contract for the project was awarded to the HME Construction Company of Vancouver, WA in the amount of \$28,236,642.00 Change orders 1 through 3, totaling \$85,692.08, were issued under the authority of the CEO.

The CEO's Authority under Resolution 10-2022 requires Commission to authorize change orders that exceed \$350,000. Upon Commission approval of change orders in excess of such amount, the CEO authority continually resets for any additional change orders up to the threshold. This change order totaling \$714,818.50 brings the cumulative change order total to \$800,510.58 plus applicable WA state sales tax.

Change Order 4 addresses compensation for cost impacts resulting from unforeseeable deviations in US tariff policy on imported steel piles.

Subsequent to the January 23, 2025 bid date and well into pile fabrication, effective June 04, 2025, the US Section 232 tariff for imported steel (piles) from Turkey was increased from 25% to 50% and was assessed upon US customs entry effective July 30, 2025.

The Port has evaluated the associated domestic and international market changes post bid associated with steel and concluded:

- The US tariff policy adjustments during the period post bid were unprecedented. This included fluctuations in price and variation in application to foreign countries and the speed of implementation.
- The contractor's approach is consistent with a competitive bidding environment and was based on the best available information at the time.



- The request for additional compensation is fair and reasonable and represents the best negotiated pricing available with the material supplier.
- The contractor was able to source, fabricate and deliver the pile material which is critical to meeting the In Water Work Permit requirements approximately 2 months prior to the work window.

This project was included in the approved 2025 budget. The port has sufficient funds to cover the change orders noted above.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute Change Order 4 with HME Construction for Bid 24-71: Terminal 1 – Dock Replacement Project revising the total contract amount to \$29,037,152.58 plus applicable Washington State Sales Tax.

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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\_\_\_\_

# Agenda Item No. H-1

**REQUEST FOR COMMISSION ACTION**

**PORT OF VANCOUVER USA**

**REVIEWED BY:**

Accounts Payable  
Title

**APPROVED BY:**

Chief Financial Officer

10/14/2025

Scott D. Goodrich

Title

Date

**SUBJECT:** VENDOR CLAIMS APPROVAL

## **BACKGROUND:**

Please refer to attached listing September 2025 Vendor Claims:

Voucher Numbers	125032 - 125396	\$	14,855,299.00
Electronic Payments	09/01/2025 - 09/30/2025	\$	990,612.22
Payroll Voucher Numbers		\$	780,974.27
Direct Deposits	370001 – 370137 390001 – 390136		

## **Additional Information Attached:** September 2025 Payables Listing

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2025 Vouchers 125032-125396 in the amount of \$14,855,299.00 including Electronic Payments generated between 09/01/2025-09/30/2025 in the amount of \$990,612.22 and September 2025 Direct Deposits 370001-370137 and 390001-390136 in the amount of \$780,974.27.

**Submitted by:** Julianne Marler, CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes \_\_\_\_ No \_\_\_\_