Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
C-TRAN Administration Building, 10600 NE 51st Circle, Vancouver WA 98682
Tuesday, October 28, 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 October 14, 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 27, 2025, by emailing **povcommissioners@portvanusa.com****

E) ACTION ITEMS
1) Approve 2026 Preliminary Budget
2) Approve Fifth Amendment to Lease between Port of Vancouver USA and Subaru of America, Inc.
3) Approve Fourth Amendment to Lease between Port of Vancouver USA and Glen Dimplex Americas Company
4) Approve Professional Services Contracts for RFP 25-58 On-Call Construction Materials Testing and Inspection Services

F) UNFINISHED BUSINESS
None

G) NEW BUSINESS

H) CEO REPORT
Website Presentation

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 Monday, October 27, 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 28, 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	10/28/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the October 14, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/14/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 14, 2025, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: Julianna 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, October 14, 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, October 14, 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 23, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approved the minutes of the September 23, 2025 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 reported there was one person present who signed up to provide comment.

Bruce Barnes

Bruce Barnes, expressed concern over social media posts shared by a port commissioner. He concluded by commending the commission for its transparency and professionalism and thanked them for the opportunity to speak.

ACTION ITEMS

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

Mark Newell, Project Delivery Manager, 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 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.

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 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 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.

CEO REPORT

Environmental Project Updates

Mary Mattix, Director of Environmental Services provided an update on port projects including:

- Terminal 5 Sediment Cleanup
- Climate Action Plan Initiatives Update
- Stormwater Program
- Purple Martin – 2025 Nesting Season

She answered questions from the commissioners.

CEO Report

CEO Marler reported she attended the American Association of Port Authorities annual convention in Quebec City. She congratulated Todd Krout, who graduated from the Professional Port Management Program.

COMMISSIONERS REPORTS

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

- Washington Public Ports Association Environmental Seminar
- Cascadia Tech Maritime Academy
- Labor Roundtable

Commissioner Orange stated he did not have anything to report on.

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

- Regional Transportation Council Meeting
- Interstate Bridge Replacement Program Meeting
- Interstate Bridge Replacement Program Executive Steering Group Meeting
- Cascadia Tech Maritime Academy
- Met with CEO

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 28, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682. She noted that the first November meeting falls on Veteran's Day, and the meeting will be moved to November 18, 2025.

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 new website and encouraged everyone to check it out.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:08 a.m.

RECESS

Commissioner Burkman called a recess from 10:08 a.m. to 10:18 a.m. to prepare for the Administrative Update / Work Session on the 2026 Budget.

ADMINISTRATIVE UPDATE / WORK SESSION

Commissioner Burkman called the meeting back to order at 10:18 a.m. into the 2026 budget administrative work session. Chief Financial Officer Scott Goodrich lead the work session and shared with the Board the thorough process staff followed to prepare the proposed 2026 budget for review. He added that the process is an organization-wide effort, and he appreciated the time of each team member. Department leads then shared their proposed budgets and answered questions from the Board.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 14, 2025, regular meeting was adjourned at 12:26 p.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

____
Jack Burkman, President

____
Don Orange, Vice President

____
Eric LaBrant, Secretary

Betsy Rogers, Executive Assistant,
October 14, 2025, Regular
Port of Vancouver USA Board of
Commission Meeting

Agenda
Item No. E-1

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

REVIEWED BY:

	Chief Financial Officer	
Scott D. Goodrich	Title	

APPROVED BY:

	Chief Financial Officer	10/28/2025
Scott D. Goodrich	Title	Date

SUBJECT: Approve 2026 Preliminary Budget

BACKGROUND:

Each year, as part of the annual budget process, staff prepare a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

The attached 2026 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

An administrative work session was held on October 14, 2025, to review the port's recommended 2026 budget. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2026 capital program, a financing overview, and a tax levy to consider. The administrative work session was open to the public.

The final budget will be adjusted based on input resulting from the administrative work session and today's discussion with the Board of Commissioners. The final budget and tax levy are anticipated to be presented at the November 18, 2025, Board of Commissioners meeting, which will include a public hearing to hear feedback from the public regarding the proposed 2026 budget. Following the public hearing, the Commissioners may take action to adopt the final budget.

Additional Information Attached? Yes

RECOMMENDATION: That the Board of Commissioners adopt the 2026 preliminary budget as presented.

Submitted by: Julianna Marler, **CEO**

Date Action Taken ________ **Motion By:**______________________

Approved:_______________ **Seconded By:**___________________

Deferred To:_____________ **Unanimous:** **Yes**____ **No**_____

Port of Vancouver USA

2026 Preliminary Budget

SOURCES

Operating Revenues			
15-Rail			1,626,730
16-Finance & Accounting			175,000
18-Commercial			635,131
19-Industrial			18,666,597
21-Marine Operations			21,068,609
22-Security			756,661
40-Marine Terminal			6,568,330
	Total Operating Revenues	$	49,497,058
Non-operating Revenues			
Ad Valorem Taxes			14,136,669
TIF Revenue			780,000
Interest Income			2,800,000
Grants & Other Contributions			4,100,000
Proceeds from Sale of Property			20,000
Other			118,600
	Total Non-operating Revenues	$	21,955,269
	Total Revenues	$	71,452,327
	Transfer from General Fund/Financing	$	45,738,007
	TOTAL SOURCES	**$**	**117,190,334**

USES

Operating Expenses			
05-Executive			1,087,982
06-Economic Development			1,149,640
10-Administration			1,518,111
11-External Affairs			2,339,109
12-Information Technology			2,320,576
13-Procurement & Contracts			890,909
14-Human Resources			593,855
15-Rail			1,327,994
16-Finance & Accounting			3,643,255
17-Sales			2,618,760
18-Commercial			281,657
19-Industrial			1,981,400
20-Facilities			9,559,590
21-Marine Operations			1,728,895
22-Security			3,247,491
32-Environmental			1,671,115
40-Marine Terminal			9,130,517
	Total Operating Expenses	$	45,090,856
Non-operating Expenses			
Debt Service			13,248,777
Environmental Remediation			1,684,500
Interest Expense			1,075,000
	Total Non-operating Expenses	$	16,008,277
	Total Expenses	$	61,099,133
	Capital Projects	$	56,091,201
	TOTAL USES	**$**	**117,190,334**

Port of Vancouver Capital Projects Budget - 2026 Page 1 of 2	
Description	**2026**
Climate Action	
Climate Action: Clean Ports Program	700,000
Climate Action: Terminal Lighting	600,000
Maintenance: Vehicles and Equipment - VI0104 Ford Lightning SSV (Security)	90,000
Maintenance: Vehicles and Equipment - VI0191 Ford Lightning SSV (Security)	90,000
Subtotal: Climate Action	***1,480,000***
Industrial	
Industrial: CPU Substation	40,000
Industrial: Stockpile Preparation at Terminal 5 West	35,000
Subtotal: Industrial	***75,000***
Maintenance	
Maintenance: Backup Generator at Operations	50,000
Maintenance: Buildings - BL 2001 Roof	7,100,000
Maintenance: Buildings - BL 3201 Multi Tenant Roof	90,000
Maintenance: Buildings - BL 3205 Maintenance Shop Office 2nd Floor Emergency Exit	100,000
Maintenance: Buildings - South Admin HVAC Replacement	150,000
Maintenance: IT - 2-Dell Servers VMS	25,000
Maintenance: IT - Fiber from BL2700 to Security Office	15,000
Maintenance: IT - Fiber from BL2860 to Maintenance Building	15,000
Maintenance: IT - Camera Replacement - 106 cameras	465,000
Maintenance: IT - Video Wall Software and Monitors	20,000
Maintenance: IT - ERP Systems	2,500,000
Maintenance: ADA Remedial Program	100,000
Maintenance: Paving - St. Francis Rehabilitation	250,000
Maintenance: Paving - Subaru Rehabiliation and Waterline	30,000
Maintenance: Paving - Terminal 2 Paving	500,000
Maintenance: Rail - Hill Track Rehabilitation	1,550,000
Maintenance: Rail - Mill Plain Crossing (Port Share)	650,000
Maintenance: Stormwater - Terminal 4 Stormwater Facility Treatment Upgrades	4,600,000
Maintenance: Stormwater - Terminal 2 (PCS) Dust Control Systems - Wheel Wash, Risers, Metering	80,000
Maintenance: Stormwater - Terminal 2 Stormwater Treatment System	300,000
Maintenance: Stormwater - Terminal 4 Floating Treatment Wetlands	75,000
Maintenance: Vehicles and Equipment - EQ0217-01 Brush Hog Attachment	12,000
Maintenance: Vehicles and Equipment - Navistar International Fuel Truck	250,000
Maintenance: Vehicles and Equipment - John Deere 210 Crusher Bucket	52,000
Maintenance: Vehicles and Equipment - CAT 315GC Flail Mower	22,000
Maintenance: Vehicles and Equipment - EQ0309 Bomag Roller	53,000
Maintenance: Vehicles and Equipment - EQ0300 Air compressor	60,000
Maintenance: Vehicles and Equipment - EQ3444-05 Mower attachement for the Mini	20,000
Maintenance: Vehicles and Equipment - VI0102 Dodge Ram w/ service body	100,000
Maintenance: Well #3 Upgrades	100,000
Subtotal: Maintenance	***19,334,000***

Port of Vancouver Capital Projects Budget - 2026 Page 2 of 2	
Description	***2026***
Recreation	
Recreation: Trail Segment #4 and #5	3,625,000
Recreation: Trail Segment 5b Embankment Project	500,000
Subtotal: Recreation	***4,125,000***
Terminals	
Terminals: T4 Customer Expansion Area	1,650,000
Terminals: T5 In-water Improvements	8,500,000
Subtotal: Terminals	***10,150,000***
Terminal Rehabilitation and Improvement Plan (TRIP)	
TRIP: Berth 10 Mooring Upgrades	300,000
TRIP: Berth 10 Stormwater Upgrades	800,000
TRIP: Berth 7 Rehabilitation	670,000
TRIP: In-water Mitigation Credits	5,625
Subtotal: Terminal Rehabilitation and Improvement Plan (TRIP)	***1,775,625***
T1 Waterfront	
Waterfont: T1 Siteplan Design	350,000
Waterfont: T1 Marketplace Design	1,000,000
Waterfront: T1 Dock Replacement	15,635,000
Waterfront: Terminal 1 Art	50,000
Subtotal: T1 Waterfront	***17,035,000***
Labor Capitalization	2,116,576
Total Capital Projects	**56,091,201**
Grants and Other Contributions	
Grant/Other: EV Charging Infrastructure - Bldg 3103 N Admin - CPU Grant	(25,000)
Grant/Other: Substation Planning - WA State Legislature Capital Grant	(150,000)
Grant/Other: Stormwater - Terminal 4 Polishing System - WSDOE Grant	(3,910,000)
Subtotal: Grants	***(4,085,000)***
Total Capital Projects net of Grants and Other Contributions	***52,006,201***

Agenda
Item No. E-2

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

REVIEWED BY:

Chrissy Lyons	Director of Industrial Business	
	Title	

APPROVED BY:

Alex Strogen	Chief Commercial Officer	10/28/2025
	Title	Date

SUBJECT: Approve Fifth Amendment to Lease between Port of Vancouver USA and Subaru of America, Inc.

BACKGROUND:

This lease amendment supports the port's Strategic Plan goals of maximizing marine and industrial business, generating and sustaining diversified revenues and to support growth opportunities for existing tenants.

Subaru of America, Inc. (Subaru) has been located at the Port of Vancouver USA (Port) since 1992. The Port location serves as Subaru's west coast import location as well as processing and distribution center.

The purpose of this amendment is to exercise the final two remaining option terms and extend the lease term through December 31, 2040. There are no further options to extend. In consideration of the lease extension, the Port will develop an additional 3 acres adjacent to the current premises for vehicle staging and truck loadout. Bringing Subaru's total leased premises to 43 acres.

If approved, the value of this amendment over the 10 year extension term and the additional of the 3 acres is approximately $10,201,600.00 plus additional charges for leasehold excise tax and stormwater fees. There are approximately 120 full-time employees at the Subaru leased facility and the maritime operations account for approximately 24,307 longshore hours per year.

Project costs have been included in the 2026 Preliminary Capital Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Fifth Amendment to Lease at 3309 NW Gateway Ave between the Port of Vancouver USA and Subaru of America, Inc.

Submitted by: Julianna Marler, **CEO**

Date Action Taken ________ **Motion By:**______________________

Approved:_______________ **Seconded By:**___________________

Deferred To:_____________ **Unanimous:** **Yes**____ **No**_____

Agenda
Item No. E-3

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:		
	Director of Industrial Business	
Chrissy Lyons	Title	
APPROVED BY:		
	Chief Commercial Officer	10/28/2025
Alex Strogen	Title	Date

SUBJECT: Approve Fourth Amendment to Lease between Port of Vancouver USA and Glen Dimplex Americas Company

BACKGROUND:

This lease amendment supports the port's Strategic Plan goal to support growth and economic opportunities for existing tenants and strengthen outreach.

The Port of Vancouver USA (Port) and Glen Dimplex Americas Company (Glen Dimplex), formerly Cadet Manufacturing Company, entered into a Lease Agreement commencing June 1, 2006. The Port location manufactures and distributes electric wall heaters, fireplaces and accessories.

The purpose of this Fourth Amendment to Lease is to exercise the final option to extend the lease term for an additional 5 years beginning October 1, 2025, and ending September 30, 2030. There are no remaining options to extend this lease. In consideration of this amendment, the Port will provide a $100,000.00 construction allowance that may be used for capital improvements that promote safe operations and energy efficient upgrades.

Glen Dimplex leases 79,800 square feet of warehouse and manufacturing space, including 13,550 square feet of office space on a four-acre site. Revenue to the port over the extension term is approximately $3,021,076.00 plus leasehold excise tax, insurance, stormwater recovery and common area maintenance fees. Glen Dimplex currently has 170 full-time employees.

This lease revenue was included in the 2026 preliminary budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Fourth Amendment to Lease at 2500 W Fourth Plain Blvd between the Port of Vancouver USA and Glen Dimplex Americas Company.

Submitted by: Julianna Marler, **CEO**

Date Action Taken________ **Motion By:**______________________

Approved:_______________ **Seconded By:**___________________

Deferred To:_____________ **Unanimous: Yes**____ **No**_____

Agenda
Item No. E-4

REQUEST FOR COMMISSION ACTION	**PORT OF VANCOUVER USA**
REVIEWED BY:	Director of Engineering & Project Delivery
Monty Edberg	Title

APPROVED BY:

	Chief Operations Officer	10/28/2025
Kent Cash	Title	Date

SUBJECT: Approve Professional Services Contracts for RFP 25-58 On-Call Construction Materials Testing and Inspection Services

BACKGROUND:

These contracts relate to various port Strategic Plan goals, including, maintaining an adequate supply of commercial and industrial real estate, improving freight mobility, pursuing opportunities that utilize port property and infrastructure investments to create jobs and support the economy, providing trails and public access opportunities on port properties, and implementing the vision of a destination waterfront at Terminal 1.

The port requires construction testing and inspection services to support a wide range of capital projects and industrial development. These services play an important role in enabling the port to execute and accomplish programs for the development and improvements of infrastructure construction and upgrades critical to port operations.

On July 16, 2025, the port issued a Request for Proposals (RFP) for On-Call Construction Materials Testing and Inspection Services. Interviews were conducted, and the results determined Terracon Consultants, Inc., Carlson Testing, Inc and Columbia West to be the most qualified consultants to perform the services required by the port.

These contracts will be issued for five years with the option to extend in order to complete any open task orders. Should a contract reach the dollar threshold, additional funds will be requested in accordance with Resolution 10-22: Administrative Authority of the CEO. Funds for these services are included in the 2025 budget. Additional services will be requested in subsequent annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with Terracon Consultants, Inc. in the amount of $350,000.00, a contract with Carlson Testing, Inc. in the amount of $150,000.00, and a contract with Columbia West Engineering, Inc. in the amount of $200,000.00 to perform on-call construction material testing and inspection services.

Submitted by: Julianna Marler, **CEO**

Date Action Taken________	**Motion By:**______________________
Approved:_______________	**Seconded By:**___________________
Deferred To:_____________	**Unanimous: Yes**____ **No**_____