



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 NW Lower River Road, Vancouver, WA 98660
Tuesday, November 12, 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 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
- 2) Approve Minutes of the October 22, 2024, Regular Meeting
- 3) Community Fund Update - Ke Kukui Foundation and 4 Days of Aloha

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, November 11, 2024, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve 2025 Preliminary Budget
- 2) Approve Second Amendment to Lease between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC
- 3) Approve the First Amendment to the Lease and Consent to Assignment Between the Port of Vancouver USA and Metro Metals Tacoma, LLC

F) UNFINISHED BUSINESS

1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	121045 - 121435	\$	5,347,260.05
Electronic Payments	10/01/2024 - 10/31/2024	\$	1,426,722.42

Payroll Voucher Numbers		\$	759,710.73
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Checks	52084423
	52090693 - 52090694
Direct Deposits	410001 - 410134
	430001 - 430134

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/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 no later than 12:00 p.m. on Monday, November 11, 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, November 12, 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 for more information.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Assistant

11/12/2024

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the October 22, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/22/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 22, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: Juliana 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 22, 2024**

CALL TO ORDER

Commission President LaBrant called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:31 a.m., Tuesday, October 22, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner LaBrant welcomed everyone to the commission meeting. He announced no executive session was held. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone is able to provide virtual oral comments. He then invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of October 8, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the October 8, 2024, regular meeting.

OPEN FORUM

Commissioner LaBrant 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 Purchase of Equipment for Bid 24-50 Electric Forklift

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

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to approve the purchase of a Toyota Model THDE3000-24 electric forklift with Toyota Lift Northwest in the amount of \$326,278.49 plus applicable WA State Sales Tax.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

CEO REPORT

Julianna Marler, CEO stated she attended an Interstate Bridge Replacement Executive Steering Group meeting and provided a brief summary.

COMMISSIONERS REPORTS

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

- Greater Vancouver Chamber Business and Leadership Awards
- Met with CEO Marler
- Vancouver Lake Symposium
- Labor Round Table

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

- Interstate Bridge Replacement Program Meetings
- Greater Vancouver Chamber Business and Leadership Awards
- Met with CEO Marler

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

- Greater Vancouver Chamber Business and Leadership Awards
- Labor Round Table
- Vancouver Lake Symposium
- 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, November 12, 2024, at 9:30 a.m. She also highlighted several other 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

Terminal 1 Update

Chief Economic Strategy Officer Mike Bomar provided the Commission with an update on the Terminal 1 project and everything that has occurred so far and what is to come. He provided additional information on the following:

- Brief History of Terminal 1
- Project updates: ZoomInfo building, bulkhead wall and deep soil mixing, dock replacement, public market building, and Terminal 1 – Lot 1 Development
- IBR Coordination
- Project Opportunities

SIGN DOCUMENTS

The Board signed documents at 10:07 a.m.

RECESS

Commissioner LaBrant called a recess from 10:07 a.m. to 10:30 a.m. to prepare for the Administrative Update / Work Session on the 2025 Budget.

ADMINISTRATIVE UPDATE / WORK SESSION

Commissioner LaBrant called the meeting back to order at 10:30 a.m. into the 2025 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 2025 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.

RECESS

A recess was called at 12:15 p.m. for a short lunch break and at 12:30 p.m., the meeting reconvened with a continuation of the administrative work session.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 22, 2024, regular meeting was adjourned at 1:08 p.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
October 22, 2024, 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

Chief Financial Officer

Scott D. Goodrich

Title

APPROVED BY:

Chief Financial Officer 11/12/2024

Scott D. Goodrich

Title

Date

SUBJECT: Approve 2025 Preliminary Budget

BACKGROUND:

Each year, as part of the annual budget process, staff prepares 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 2025 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 22, 2024, to review the port's recommended 2025 budget. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2025 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 26, 2024, Board of Commissioners meeting, which will include a public hearing to hear feedback from the public regarding the proposed 2025 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 2025 preliminary budget as presented.

Submitted by: Julianne Marlow, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____



Port of Vancouver USA

SOURCES

Operating Revenues	
15-Rail	1,591,327
16-Finance & Accounting	175,000
18-Commercial	504,372
19-Industrial	17,575,149
21-Marine Operations	22,993,265
22-Security	746,584
40-Marine Terminal	7,044,099
Total Operating Revenues	<u>\$ 50,629,796</u>
Non-operating Revenues	
Ad Valorem Taxes	13,769,741
TIF Revenue	113,224
Interest Income	1,905,000
Grants & Other Contributions	3,204,224
Proceeds from Sale of Property	20,000
Other	158,600
Total Non-operating Revenues	<u>\$ 19,170,789</u>
Total Revenues	<u>\$ 69,800,585</u>
Transfer from General Fund/Financing	<u>\$ 42,890,562</u>
TOTAL SOURCES	<u>\$ 112,691,147</u>

USES

Operating Expenses	
05-Executive	1,108,426
06-Economic Development	1,036,664
10-Administration	1,495,753
11-External Affairs	2,287,603
12-Information Technology	2,333,508
13-Procurement & Contracts	794,424
14-Human Resources	586,646
15-Rail	1,421,264
16-Finance & Accounting	3,646,833
17-Sales	2,513,830
18-Commercial	321,020
19-Industrial	1,894,000
20-Facilities	9,089,750
21-Marine Operations	2,741,670
22-Security	3,477,951
32-Environmental	1,892,330
40-Marine Terminal	9,691,919
Total Operating Expenses	<u>\$ 46,333,591</u>
Non-operating Expenses	
Debt Service	11,523,353
Environmental Remediation	1,250,205
Interest Expense	575,000
Total Non-operating Expenses	<u>\$ 13,348,558</u>
Total Expenses	<u>\$ 59,682,149</u>
Capital Projects	<u>\$ 53,008,998</u>
TOTAL USES	<u>\$ 112,691,147</u>

Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Industrial
Business

Chrissy Lyons

Title

APPROVED BY:

Chief Commercial Officer

11/12/2024

Alex Strogon

Title

Date

SUBJECT: Approve Second Amendment to Lease between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC

BACKGROUND:

This lease Amendment supports the port's Strategic Plan goal to support growth and economic opportunities for existing tenants that utilize the port's property and infrastructure investments to create jobs and support the economy.

Boise Cascade Building Materials Distribution, LLC ("Boise") is a division of Boise Cascade, a leading manufacturer and distributor of building materials with 65 locations nationwide. Boise has been a port tenant since 1998. The main port location consists of yard storage, warehousing and office space located on 20 acres. This branch supports regional commercial and residential construction projects.

According to previous action item E1-Building 3209 Office Demo, approved by the commission on August 13, 2024, the Port undertook the demolition of office space attached to building 3209 and performed infill with siding and an overhead door. The purpose of this Amendment is to add the additional 15,000sf of yard area outside building 3209 to the main lease Premises. The additional area will support product diversification and improve operational efficiency.

If approved, the additional yard area will be delivered to Boise upon substantial completion of the project, estimated to be December 31, 2024. The value of the additional yard area is approximately \$54,505.00 in base lease revenue through the remaining term. The current lease term expires October 31, 2027, with three options to extend for 5 years each. There are 100 employees that work at the Port locations.

Revenue for this additional area has been included in the 2025 preliminary budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Second Amendment to Lease between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC.

Submitted by:  , 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	11/12/2024
Alex Strogon		Title	Date
SUBJECT:		Approve the First Amendment to the Lease and Consent to Assignment Between the Port of Vancouver USA and Metro Metals Tacoma, LLC	

BACKGROUND:

The Port's Strategic Plan includes a goal to maximize industrial business by providing opportunities for new and existing businesses to expand and become more efficient.

Simon Metals held a long-term lease with the port beginning July 18, 2017 for warehousing, processing and recycling electronics. Metro Metals purchased all of Simon Metal's assets, including two facilities in the Seattle area and their electronic recycling business at the port's facility located at 2401 St Francis Way. Upon closing the transaction, Metro Metals took over Simon Metal's facility and continued operating it under Simon Metal's long-term lease with the port while we worked on assignment of the Lease. This Amendment will approve the assignment of the Lease from Simon Metals to Metro Metals.

Metro Metals has properly exercised the first option to extend the long-term Lease with the port to continue recycling and processing electronics in Southwest Washington. This extension is for five-year (5) additional term, running from July 1, 2024 through June 30, 2029. There are two (2) 5-year options remaining to extend the lease. Lessee is granted one (1) opportunity to terminate the Lease at the end of Year Three (June 30, 2027), provided written notice is given to the port no later than January 1, 2027. There is a fair market adjustment to Rent, increasing it to \$33,140.80 per month for the building and \$2,012.50 per month for the adjacent additional lot, plus an annual rent adjustment using the Consumer Price Index. Additional charges will include leasehold excise taxes, common area maintenance fees and stormwater fees. Lease Security will increase to \$210,919.80 equaling six (6) months' Rent upon the port's approval of this Amendment. Based on the port's environmental review, Metro Metals continues to carry \$2,000,000.00 in pollution legal liability insurance coverage.

Metro Metals currently has approximately 17 employees. The port's building at 2401 St Francis Way has 50,400 square feet, including a 1,600 square foot office space. The adjacent additional vacant lot is approximately 17,500 square feet. The value of the lease revenue will be approximately \$2,109,198.00 over the next five-year (5) term.

Lease revenue for Building 2401 was included in the budgets for 2024 and 2025.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners Approve the First Amendment to the Lease and Consent to Assignment Between the Port of Vancouver USA and Metro Metals Tacoma, LLC at 2401 St. Francis Way, Vancouver and authorize the Chief Executive Officer to sign the Lease.

Submitted by: Julianne Marlon, 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:

Chief Financial Officer

11/12/2024

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing October 2024 Vendor Claims:

Voucher Numbers	121045 - 121435	\$	5,347,260.05
Electronic Payments	10/01/2024 - 10/31/2024	\$	1,426,722.42
Payroll Voucher Numbers		\$	759,710.73
Checks	52084423		
	52090693 - 52090694		
Direct Deposits	410001 - 410134		
	430001 - 430134		

Additional Information Attached: October 2024 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2024 Vouchers 121045 - 121435 in the amount of \$5,347,260.05 including Electronic Payments generated between 10/01/2024-10/31/2024 in the amount of \$1,426,722.42 and October 2024 Payroll Checks 52084423 and 52090693-52090694 and Direct Deposits 410001-410134 and 430001-430134 in the amount of \$759,710.73.

Submitted by: Julianne Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___