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, November 18, 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 28, 2025, Regular Meeting
3) Community Fund Update - Vancouver GoFest Celebration 2025

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 17, 2025, by emailing **povcommissioners@portvanusa.com****

PUBLIC HEARING
1) 2026 Final Budget – Action Items E-1 and E-2
To provide virtual oral comment during the public hearing, you must register no later than 12:00 p.m. on Monday, November 17, 2025, by emailing **povcommissioners@portvanusa.com**

E) ACTION ITEMS
1) Approve Resolution 5-2025: Authorizing an Increase in Regular Tax Levy
2) Approve Resolution 6-2025: Adoption of 2026 Final Budget
3) Approve Contract with RSM US LLP for Enterprise Resource Planning (ERP) System Implementation Services
4) Approve Second Amendment to Lease between the Port of Vancouver USA and Vancouver Bulk Terminal LLC

F) **UNFINISHED BUSINESS**
1) Port Contract Logs

G) **NEW BUSINESS**

H) **ACCOUNTS PAYABLE**

Voucher Numbers	125260 – 125771	$ 6,778,770.78
Electronic Payments	10/01/2025 – 10/31/2025	$ 1,610,220.00
Payroll Voucher Numbers		$ 783,359.48
Direct Deposits	410001 – 410133	
	430001 – 430135	

I) **CEO REPORT**
1) Project Updates

J) **COMMISSIONERS REPORTS**

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

L) **WORKSHOP**
None

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 no later than 12:00 p.m. on Monday, November 17, 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, November 18, 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	11/18/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the October 28, 2025, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/28/2025 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 28, 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 28, 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 28, 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 October 14, 2025

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approved the minutes of the October 14, 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 confirmed there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve 2026 Preliminary Budget

Scott Goodrich, Chief Financial Officer, presented the action item to the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners adopt the 2026 preliminary budget as presented.

E-2 Approve Fifth Amendment to Lease between Port of Vancouver USA and Subaru of America, Inc.

Chrissy Lyons, Director of Industrial Business, 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 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.

E-3 Approve Fourth Amendment to Lease between Port of Vancouver USA and Glen Dimplex Americas Company

Lori Kaylor, Industrial and Maritime Sales Manager, presented the action item to the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, 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.

E-4 Approve Professional Services Contracts for RFP 25-58 On-Call Construction Materials Testing and Inspection Services

Mark Newell, Project Delivery 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 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.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was discussed.

CEO REPORT

Website Presentation

Sadie Prodanovich, Social Media & Communications Specialist, presented the port's new website and highlighted improvements in accessibility, security, design, and user experience. The updated site prioritizes external audiences, offering easier navigation, multilingual options, and enhanced visual appeal. Terminal 1 website is now integrated within the main website while maintaining its own identity. Commissioners commented on the website's modern design, improved usability, and professional appearance and thanked Sadie for her efforts.

COMMISSIONERS REPORTS

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

- Labor Roundtable
- Port Tour

Commissioner Orange stated he didn't attend any events. He thanked staff for their reports at the administrative work session held at the previous commission meeting.

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

- Pacific Northwest Waterways Association Conference

Commissioner Burkman closed by sharing that the Interstate Bridge Replacement Program Administrator Greg Johnson announced he would be leaving at the end of the year. He publicly thanked Greg Johnson for all his work done for the community.

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 November 18, 2025, at 9:30 a.m. at the C-Tran Administrative Building, located at 10600 NE 51st Circle, Vancouver, WA 98682 and noted the meeting date had been changed due to the regularly scheduled commission date landing on a holiday. She reported the December meeting will be held on December 16th and noted the start time has been changed to 1:00pm. She then 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

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 9:58 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, October 28, 2025, regular meeting was adjourned at 10:07 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant, October 28, 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:

Title

APPROVED BY:

Chief Financial Officer 11/18/2025

Scott D. Goodrich Title

SUBJECT: Approve Resolution 5-2025: Authorizing an Increase in Regular Tax Levy

BACKGROUND:

Revised Code of Washington (RCW 84.55.120) requires a taxing district, other than the state, that collects regular levies to hold a public hearing on its budget. The hearing must include consideration on its proposed regular tax levy.

The port's 2026 budget proposes an increase of the regular tax levy of 1% including new construction and utilization of previously banked tax levy capacity. The public hearing on the 2026 budget is being held on November 18, 2025.

Additional Information Attached? Yes

RECOMMENDATION: That the Port of Vancouver Board of Commissioners approves and executes Resolution 5-2025, authorizing an increase in the regular tax levy.

Submitted by: Julianna Marler, **CEO**

Date Action Taken________ **Motion By:**____________________

Approved:______________ **Seconded By:**__________________

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

RESOLUTION 5-2025

A RESOLUTION OF THE PORT OF VANCOUVER BOARD OF COMMISSIONERS AUTHORIZING AN INCREASE IN TAX LEVY

WHEREAS, the Board of Commissioners of the Port of Vancouver has met and considered its budget for the calendar year 2026; and

WHEREAS, the district's highest lawful levy amount was $13,769,741; and,

WHEREAS, the population of this district is more than 10,000; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Vancouver that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. Utilizing banked capacity, the dollar amount of the increase over the actual levy amount collected in the 2025 tax year shall be $366,928 which is a percentage increase of 2.67% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made. This is currently estimated at $229,231 in additional levy capacity.

BE IT FURTHER RESOLVED that a certified budget request or estimate is filed with the County Legislative Authority, separate from this resolution. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is titled "Levy Certification" and is available through the Assessor's Office. Certification is made in a manner prescribed by the County Legislative Authority.

ADOPTED by the Port of Vancouver Board of Commissioners on the 18th day of November 2025 and signed in authentication of its adoption.

PORT OF VANCOUVER, U.S.A
BOARD OF COMMISSIONERS

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President

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Vice President

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Secretary

Agenda Item No. E-2

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

REVIEWED BY:

Title

APPROVED BY:

Chief Financial Officer 11/18/2025

Scott D. Goodrich Title

SUBJECT: Approve Resolution 6-2025: Adoption of 2026 Final Budget

BACKGROUND:

The 2026 Port of Vancouver USA budget supports the port's strategic goals and mission to maximize revenue and create economic benefit to our community. This budget reflects the collaborative efforts of the port commission and staff to identify available resources to meet the port's key initiatives.

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

The budget is a plan of financial operation that involves estimating sources and uses of funding for the annual period of January 1, 2026 through December 31, 2026. As a management tool, the budget provides a guide to the conduct of operations and basis for evaluating actual results. Another important function of the budget is to identify and allocate resources for planned capital projects.

Additionally, the budget document fulfills a legal requirement for the purpose of levying port district taxes. The port's budget estimates an increase of the regular tax levy of 1%, new construction and utilization of previously banked tax levy capacity.

Additional Information Attached? Yes

RECOMMENDATION: That the Port of Vancouver Board of Commissioners approves and executes Resolution 6-2025, adopting the 2026 Final Budget in the amount of $117,190,334.

Submitted by: Julianna Marler, **CEO**

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

Approved:_______________ **Seconded By:**___________________

Deferred To:_____________ **Unanimous: Yes____ No_____**

RESOLUTION 6-2025

A RESOLUTION OF THE PORT OF VANCOUVER BOARD OF COMMISSIONERS ADOPTING THE 2026 FINAL BUDGET

WHEREAS, it is required by Chapter 53.35 of the *Revised Code of Washington* that a budget be adopted for the ensuing fiscal year showing the estimated expenditures and the anticipated available funds from which all expenditures are to be paid; and

WHEREAS, it is also required that a certified copy of such final budget, showing the amount to be raised by taxation on the assessed value of property within the district, be filed with the Board of County Commissioners for the purpose of levying port district taxes;

WHEREAS, the Port of Vancouver Board of Commissioners held a public preliminary budget administrative work session on October 14, 2025; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 18, 2025; and

WHEREAS, notice of a public hearing to consider adoption of a final budget has been given as required by publication in *The Columbian* and that Notice of Public Hearing has also been given to the news media and other interested parties; and

WHEREAS, this is the time and place fixed by this Board of Commissioners for the adoption of the 2026 final budget for the Port of Vancouver.

NOW, THEREFORE, BE IT RESOLVED by the Port of Vancouver Board of Commissioners that the 2026 final budget, as set forth in the attached exhibit hereto and made a part hereof, be adopted as the final budget for the year 2026.

BE IT FURTHER RESOLVED that a copy of the final budget including provision for the full available tax levy within statutory limitations, estimated to be $14,136,669 and a copy of this Resolution be filed with the Board of County Commissioners and with the County Assessor of Clark County, Washington as the basis for the tax levy assessed in 2025, to be collected in year 2026.

ADOPTED by the Port of Vancouver Board of Commissioners on the 18th day of November, 2025 and signed in authentication of its adoption.

PORT OF VANCOUVER, U.S.A
BOARD OF COMMISSIONERS

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President

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Vice President

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Secretary

Port of Vancouver USA

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**

Agenda Item No. E-3

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

REVIEWED BY:

Title

APPROVED BY:

	Chief Financial Officer	11/18/2025
Scott Goodrich	Title	Date

SUBJECT: Approve Contract with RSM US LLP for Enterprise Resource Planning (ERP) System Implementation Services

BACKGROUND:

This action item supports the strategic plan goals of Organizational Excellence, specifically the strategy to develop and implement continuous improvement and innovation in port business operations and Financial Responsibility, under the strategy to strengthen financial sustainability through improved tools and processes for decision-making and reporting.

Migration to an integrated ERP platform will reduce manual processes, improve internal controls, and enable consistent, cross-departmental data usage across Finance, Payroll, Human Resources, Procurement, Marine and Industrial Operations, and Asset Management functions.

In March 2025, the port issued a Request for Proposals (RFP) for Enterprise Resource Planning Software & Implementation Services. The port engaged the Government Finance Officers Association (GFOA) to assist in assessing system needs and guide a competitive evaluation and selection process to perform the ERP implementation services. A port cross-departmental team evaluated proposals, and interviews were conducted. The results determined RSM US LLP to be the most capable consultant to perform these services for the port.

This project will transition the port from Microsoft Dynamics SL and ADP to Microsoft Dynamics 365 Business Central and Paylocity as part of a broader enterprise-wide ERP modernization. Key deliverables include system configuration, data conversion, workflow redesign, integration across all departments, integration with external partners, training, testing, cutover planning, and post-go-live stabilization. This project is supported by a cross-functional project team to ensure internal ownership and long-term sustainability.

Implementation will begin in December 2025 and proceed over approximately 18 months, with phased rollouts to maintain operational continuity. Major milestones include:

- Project Planning and Detailed Design: Dec 2025 – Spring 2026
- System Configuration, Data Migration, and Testing: Spring 2026 – Early 2027
- Training, Cutover, and Go-Live: Mid 2027
- Stabilization and Optimization: Following Go-Live

The contract will be issued through completion of the project. Should the contract reach its approved amount, additional funds will be requested in accordance with Resolution 10-22: Administrative Authority of the CEO. Funds for this contract are included in the 2026 budget and 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 RSM US LLP for ERP implementation services, in an amount not to exceed $3,317,222.50, not including Washington State Sales Tax.

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 REVIEWED BY:	PORT OF VANCOUVER USA	
	Director of Industrial Business	11/18/2025
Chrissy Lyons	Title	
APPROVED BY:		
	Chief Commercial Officer	11/18/2025
Alex Strogen	Title	Date

SUBJECT: Approve Second Amendment to Lease between the Port of Vancouver USA and Vancouver Bulk Terminal LLC

BACKGROUND:

This lease amendment supports the Port Strategic Plan goals to strengthen marine and industrial business; and strengthen the financial sustainability by pursuing opportunities that utilize the Port's property and infrastructure to create jobs and support the economy.

Vancouver Bulk Terminal LLC ("VBT") operates the Port mineral Bulk Terminal Facility that VBT is currently reconfiguring to handle soda ash and increase rail capacity. The initial lease term of 30 years commenced on June 1, 2023, with two 10-year options to extend the lease.

If approved, this amendment will increase the Bulk Terminal Facility premises from approximately 25.0 acres to 25.88 acres, adjust rent, lease security, and additional charges. This increase in the size of the VBT lease premises will be effective October 1, 2025.

The value of this expanded area over the remaining initial term of the lease is approximately $15,447,266 plus leasehold excise tax, insurance, stormwater recovery, common area maintenance, and rail fees. VBT's handling of soda ash at this location will produce approximately 95,000 labor hours annually.

This lease expansion was not identified in the 2025 budget, but revenue associated with the expanded premises is included in the 2026 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to execute the Second Amendment to Lease at 2701 NW Harborside Drive between the Port of Vancouver USA and Vancouver Bulk Terminal LLC.

Submitted by: Julianna Marler, **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:

Title

APPROVED BY:

Chief Financial Officer 11/18/2025

Scott D. Goodrich Title Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:
Please refer to attached listing October 2025 Vendor Claims:

Voucher Numbers	125260 – 125771	$	6,778,770.78
Electronic Payments	10/01/2025 - 10/31/2025	$	1,610,220.00
Payroll Voucher Numbers		$	783,359.48
Direct Deposits	410001 – 410133		
	430001 – 430135		

Additional Information Attached: October 2025 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2025 Vouchers 125260-125771 in the amount of $6,778,770.78 including Electronic Payments generated between 10/01/2025-10/31/2025 in the amount of $1,610,220.00 and October 2025 Direct Deposits 410001-410133 and 430001-430135 in the amount of $783,359.48.

Submitted by: Julianna Marler, **CEO**

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

Approved: _______________ **Seconded By:** ___________________

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