



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 NW Lower River Road, Vancouver, WA 98660**  
**Tuesday, November 26, 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 CTVV 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, Pledge of Allegiance
- 2) Approve Minutes of the November 12, 2024, Regular Meeting
- 3) Holiday Card

**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 25, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**PUBLIC HEARING**

- 1) 2025 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 25, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)

- E) **ACTION ITEMS**
  - 1) Approve Resolution 5-2024: Authorizing an Increase in Regular Tax Levy
  - 2) Approve Resolution 6-2024: Adoption of 2025 Final Budget
- F) **UNFINISHED BUSINESS**  
None
- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**
- 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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, November 25, 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 26, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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

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**REVIEWED BY:**

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	Executive Assistant	11/26/2024
Betsy Rogers	Title	Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the November 12, 2024, Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 11/12/2024 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the November 12, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** *Julianne Marler*, CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

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

**Deferred To:** \_\_\_\_\_ **Unanimous:    Yes** \_\_\_ **No** \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, November 12, 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 9:30 a.m., Tuesday, November 12, 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 and that the meeting is being recorded. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of October 22, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the October 22, 2024, regular meeting.

**Community Fund Update – Ke Kukui Foundation and 4 Days of Aloha**

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

Community Relations Manager Julie Rawls provided an overview of Ke Kukui Foundation and 4 Days of Aloha and welcomed Shay Kealoha and Io Eltagonde to share more about the festival.

Ke Kukui Foundation's Board President, Shay Kealoha and Board Member Io Eltagonde presented an overview of the Foundation's mission, and their efforts to make Hawaiian traditions accessible to the community. The Four Days of Aloha is an annual event which draws attendees nationwide and offers an immersive experience with Hawaiian cultural practices, traditional foods, arts, and crafts. Shay highlighted the festival's economic impact on the local community. The 2025 festival is scheduled for July 24-27. They closed by thanking the port for its support in making their program possible.

## **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 2025 Preliminary Budget**

Scott Goodrich, Chief Financial Officer presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners adopt the 2025 preliminary budget as presented.

### **E-2 Approve Second Amendment to Lease between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC**

Chrissy Lyons, Director of Industrial Business presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to sign the Second Amendment to Lease between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC.

### **E-3 Approve the First Amendment to the Lease and Consent to Assignment Between the Port of Vancouver USA and Metro Metals Tacoma, LLC**

Chrissy Lyons, Director of Industrial Business presented the action item and discussed it with the Commission.

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

## **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's website. No questions were asked by the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **ACCOUNTS PAYABLE**

Scott Goodrich, Chief Financial Officer presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

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

## **CEO REPORT**

### **Project Updates**

Joel Fairchild, Project Manager provided an update on port projects including:

- Terminal 1 Dock Bulkhead Wall Project
- Terminal 4 Pond Improvements
- Priority Paving Project No. 1
- Building 3209 Office Demo and Warehouse Improvements

### **CEO Report**

Julianna Marler, CEO stated she attended the following events and provided a brief summary:

- American Association of Port Authorities Conference

## **COMMISSIONERS REPORTS**

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

- Met with CEO Marler
- Port of Vancouver Maintenance Shop Tour

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

- Interstate Bridge Replacement Program Meetings
- Washington State University Vancouver Scholarship Recognition Reception
- Regional Transportation Council Meeting
- Identity Clark County – 2024 Learn Here Project
- Clark College 2024 Powwow

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

- Labor Roundtable
- Washington State University Vancouver Scholarship Recognition Reception
- Met with Vancouver Interim Police Chief Troy Price
- Veteran's Day parade

## **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 26, 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.

## **SIGN DOCUMENTS**

The Board signed documents at 10:12 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, November 12, 2024, regular meeting was adjourned at 10:17 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,  
November 12, 2024, Regular Port of  
Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary



# Agenda Item No. E-1

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

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**REVIEWED BY:**

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Title

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**APPROVED BY:**

Chief Financial Officer

11/26/2024

Scott D. Goodrich

Title

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**SUBJECT:**      Approve Resolution 5-2024: Authorizing an Increase in Regular Tax Levy

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**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 2025 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 2025 budget is being held on November 26, 2024.

**Additional Information Attached?**    Yes

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**RECOMMENDATION:** That the Port of Vancouver Board of Commissioners approves and executes Resolution 5-2024, authorizing an increase in the regular tax levy.

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**Submitted by:** *Juliana Marlow*, CEO

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

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

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

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

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

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

**RESOLUTION 5-2024**

**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 2025; and

**WHEREAS**, the district's highest lawful levy amount was \$13,391,964; 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 2025 tax year. Utilizing banked capacity, the dollar amount of the increase over the actual levy amount collected in the 2024 tax year shall be \$377,777 which is a percentage increase of 2.82% 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 \$243,857 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 26th day of November 2024 and signed in authentication of its adoption.

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

\_\_\_\_\_  
President

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Vice President

\_\_\_\_\_  
Secretary

# Agenda Item No. E-2

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

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**REVIEWED BY:**

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Title

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**APPROVED BY:**

Chief Financial Officer

11/26/2024

Scott D. Goodrich

Title

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**SUBJECT:**      Approve Resolution 6-2024: Adoption of 2025 Final Budget

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**BACKGROUND:**

The 2025 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 22, 2024 to review the port’s recommended 2025 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, 2025 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, 2025 through December 31, 2025. 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

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**RECOMMENDATION:** That the Port of Vancouver Board of Commissioners approves and executes Resolution 6-2024, adopting the 2025 Final Budget in the amount of \$112,691,147.

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**Submitted by:** *Juliana Marlon*, CEO

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

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

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

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

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

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

## RESOLUTION 6-2024

### A RESOLUTION OF THE PORT OF VANCOUVER BOARD OF COMMISSIONERS ADOPTING THE 2025 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 22, 2024; and the Port of Vancouver Board of Commissioners held a final budget public hearing on November 26, 2024; 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 2025 final budget for the Port of Vancouver.

**NOW, THEREFORE, BE IT RESOLVED** by the Port of Vancouver Board of Commissioners that the 2025 final budget, as set forth in the attached exhibit

hereto and made a part hereof, be adopted as the final budget for the year 2025.

**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 \$13,769,741 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 2024, to be collected in year 2025.

**ADOPTED** by the Port of Vancouver Board of Commissioners on the 26th day of November, 2024 and signed in authentication of its adoption.

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary



# 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>
	<b>TOTAL SOURCES</b>	<b><u>\$ 112,691,147</u></b>

## 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>
	<b>TOTAL USES</b>	<b><u>\$ 112,691,147</u></b>