



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, November 10, 2020**

A) CALL TO ORDER VIRTUAL MEETING* (8:30 a.m.)

B) EXECUTIVE SESSION

None

C) OPENING REMARKS (8:30 a.m.)

- 1) Opening Remarks
- 2) Approve Minutes of the October 27, 2020 Regular Meeting

D) OPEN FORUM

- 1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, November 9, 2020 by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve 2021 Preliminary Budget
- 2) Approve Third Amendment and Termination Agreement Between the Port of Vancouver and Great Western Malting Company d/b/a Brewcraft USA
- 3) Approve a Lease Agreement between the Port of Vancouver and Printforia Inc.

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	102709 – 103131	\$ 3,402,831.17
Electronic Payments	10/02/2020 – 11/01/2020	\$ 919,444.06
Payroll Voucher Numbers		\$ 594,053.75
Checks	70028407	
Direct Deposits	410001 – 410127 430001 – 430126	

I) CEO REPORT

- 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
- 2) State Legislative Priorities
- 3) Project Updates

J) **COMMISSIONERS REPORTS**

K) **WORKSHOP**

None

L) **ADJOURNMENT**

***All board members and the public will participate via a Zoom virtual meeting due to the ongoing coronavirus disease (COVID-19) event and pursuant to Washington State Governor's phased approach with government offices opening in Phase 3 of the Governor's Return to Work Plan, the Governor's Safe Start Washington: A Phased Approach to Recovery and Port of Vancouver Resolution 3-2020.**

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 962 3264 4005 and Passcode number: 933415 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at www.portvanusa.com.

****Public comments are welcome during Open Forum by registering in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, November 9, 2020. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, November 10, 2020 will become part of the official meeting record and will be provided to the Commission.**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

	Executive Services Manager	11/10/2020
Michelle Allan	Title	Date

APPROVED BY:

Title

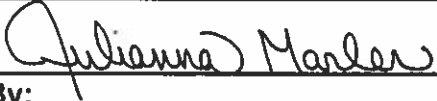
SUBJECT: Minutes of the October 27, 2020 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 10/27/2020 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 27, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: _____	, 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 27, 2020**

CALL TO ORDER

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, October 27, 2020, via Zoom virtual meeting number 1 (253) 215-8782, meeting ID: 930 7294 1273 and Passcode number: 950590 or at <https://zoom.us/j/93072941273?pwd=VGRvSXB1b2Z5OTB2bWJ0M0JYdEpUQT09> pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and Port of Vancouver Resolution 3-2020.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the call.

OPENING REMARKS

CEO Marler welcomed and reminded everyone that all board members and the public are participating via a Zoom virtual meeting pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and Port Resolution 3-2020. She also stated no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Don Orange	Port Commission President
Eric LaBrant	Port Commission Vice President
Jack Burkman	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Alex Strogon	Port Chief Commercial Officer
Angela Blake	Port Facilities Program Coordinator
Casey O'Dell	Port Director of Facilities
Chris Fallon	Port Mechanic
Chris Jackson	Port Facilities and Fleet Manager
Collette Miranda	Port Payroll Specialist
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jerry Burris	Port Mechanic
Jim Hagar	Port Economic Development Project Manager

Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Ken Mishler	Port Terminal Manager
Leonard York	Port Director of Information Technology
Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Graves	Port Environmental Manager
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Monty Edberg	Port Director of Engineering & Project Deliver
Nam Nguyen	Port Applications Analyst
Patty Boyden	Port Director of Environmental Services
Rachelle Askman	Port Communications Coordinator
Richard Troudt	Port Security Manager
Rick Cline	Port Contracts Manager
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Sheila Deng	Port Senior Accountant
Therese Lang	Port Director of Communications
Todd Krout	Port Director of Operations
Wayne Harner	Port Rail Manager
Carolyn Lake	Community Member
Cathryn Chudy	Community Member
Jessi Massingale	Floyd Snider
Nancy Halvorson	Community Member

APPROVAL OF MINUTES

Regular Meeting of October 13, 2020

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the October 13, 2020 regular meeting.

OPEN FORUM

CEO Marler stated that the agenda invited public comments on all matters and Don Steinke was the only community member who responded.

Don Steinke, Community Member

Mr. Steinke discussed climate change and encouraged the board to advance its climate action plan and find ways to reduce emissions. He also provided examples of other cities who are taking steps to do so.

Ms. Marler thanked Mr. Steinke for signing up and for sharing his comments.

Cathryn Chudy indicated she thought she emailed the port and asked Ms. Marler for the opportunity to provide public comment. Ms. Marler welcomed her comments.

Cathryn Chudy, Community Member

Ms. Chudy stated the port commission and city officials are focusing on the recent events of COVID-19. She encouraged the board to also focus on the climate crisis and discussed some court cases dealing with climate impacts.

Ms. Marler thanked Ms. Chudy for her comments.

CEO Marler announced that starting with the Board's November 10, 2020 meeting, individuals interested in providing comment during Open Forum will have until noon the Monday prior to the scheduled Commission meeting to contact the port and get registered to provide comment. This will allow additional time for those who would like to share their thoughts.

PUBLIC HEARING: COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS AND INDUSTRIAL DEVELOPMENT – ACTION ITEM E-1

CEO Marler opened the public hearing on Action Item E-1, Resolution 5-2020 to amend the Comprehensive Scheme of Harbor Improvements and Industrial Development.

Monty Edberg, Director of Engineering and Delivery Services presented the action item and provided an overview of the comprehensive scheme and the proposed amendments. Port Environmental Project Manager and SEPA Responsible Official Matt Harding advised the Board of a written comment received by the Department of Health under the SEPA process and shared the items addressed in the letter.

The port did not receive any requests to provide public comment on the comprehensive scheme, so after seeking questions by the Board, CEO Marler closed the public hearing.

ACTION ITEMS

E-1 Adopt Resolution 5-2020: Amend the Comprehensive Scheme of Harbor Improvements and Industrial Development for the Port of Vancouver USA

Upon closing the public hearing, Commissioner LaBrant made a motion to adopt Resolution 5-2020 and Commissioner Burkman seconded the motion.

After further discussion, the vote carried unanimously to approve and adopt Port of Vancouver USA Resolution 5-2020.

E-2 Approve Contract with Floyd Snider for Terminal 5 Sediment Contamination Consultant Services

CEO Marler introduced Patty Boyden, Director of Environmental Services who presented the action item to the Commission. She introduced Jessi Massingale, an engineer with Floyd Snider who thanked the board for the opportunity. She answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve a contract with Floyd Snider for Terminal 5 Sediment Contamination Consultant Services.

UNFINISHED BUSINESS

No unfinished business was considered at this time.

NEW BUSINESS

No new business was considered at this time.

CEO REPORT

Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler stated that no action has been taken under Resolution 2-2020.

COMMISSIONERS REPORT

Commissioner Burkman

Commissioner Burkman stated that Washington State Representative Fey is the chair of the Washington State Joint Transportation Committee and has been doing listening sessions across the state. He indicated that the Washington Public Ports Association convened a group of members to discuss transportation policy and Mr. Burkman represented the port in that discussion. He added that Representative Fey had recently visited the area and had the opportunity to tour the I/5 bridge and he appreciates Representative Fey's support on the project.

Commissioner LaBrant

Commissioner LaBrant stated the Washington Public Ports Association is convening a series of panel discussions on carbon pricing and it is anticipated they will bring this up

during the upcoming legislative session. He indicated that the discussion continues, and he hopes to have an update soon.

Commissioner Orange

Commissioner Orange stated he appreciates hearing the updates from the other board members and encouraged everyone to vote if they haven't already done so.

CEO Marler reminded members of the public of the ways they can communicate with the commission.

RECESS

A recess was held from 9:05 a.m. to 9:15 a.m. to prepare for the 2021 Budget Workshop.

WORKSHOP

2021 Budget Workshop

Scott Goodrich, Director of Finance & Accounting lead the budget workshop. He shared with the Board the thorough process staff followed to prepare the proposed 2021 budget for review today. He added that the process is an organization-wide effort and he appreciates the time of each team member. Department leads then shared their proposed budget and answered questions by the Board.

RECESS

A recess was called at 10:55 a.m. for a short break and at 11:05 a.m., the meeting reconvened with a continuation of the budget workshop.

2021 Budget Workshop

Director of Finance Goodrich introduced Monty Edberg, Engineering & Project Delivery Director who conducted an overview of the 2021 Capital budget. He answered the Board's questions.

Director Goodrich discussed the port's net position growth, 2021 cash plan, debt service, 2021 General Obligation bond debt capacity, 2018 Economic Impact Study data, tax levy summary, property tax levy, millage rate by municipality, and the 2021 property tax allocation. He closed the workshop with some overall highlights.

Commissioner Burkman stated this was a good workshop. He indicated there is a lot of good information that the community can see. He added that this year has been a tough year and the port has done well. Commissioner LaBrant stated his appreciation for the work that goes into this process. Commissioner Orange also appreciated the presentation.

CEO Marler thanked the Commission and shared her appreciation to the finance & accounting team and the rest of the organization.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 27, 2020 regular meeting was adjourned at 11:40 a.m. by CEO Julianna Marler.

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS**

Michelle Allan, Executive Services
Manager, October 27, 2020, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:	Director of Finance & Accounting	
Scott D. Goodrich	Title	
APPROVED BY:	Chief Financial and Administrative Officer	11/10/2020
Elizabeth Gotelli	Title	Date
SUBJECT:	Approve 2021 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 2021 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

A budget workshop was held on October 27, 2020 to review the port's recommended 2021 budget of the port district. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2021 capital program, a financing overview, and a tax levy to consider. The workshop was open to the public.

The final budget will be adjusted based on input resulting from the workshop and today's discussion. The final budget and tax levy are anticipated to be presented at the November 24, 2020 Board of Commissioners agenda for a public hearing and commission action.

Additional Information Attached? Yes

RECOMMENDATION: That the Board of Commissioners adopt the 2021 preliminary budget as presented.

Submitted by: _____	, CEO <i>Julianne Marler</i>
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___



Port of Vancouver USA

2021 Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail Services	939,480
16-Finance & Accounting	70,000
18-Commercial	272,458
19-Industrial	11,003,219
20-Facilities	46,000
21-Marine Operations	20,876,865
22-Security	452,904
40-Marine Terminal	5,714,429
Total Operating Revenues	<u>\$ 39,375,356</u>
Non-operating Revenues	
Ad Valorem Taxes	12,246,055
Interest Income	96,000
Grants & Other Contributions	2,942,275
Proceeds from Sale of Property	10,000
Other	23,600
Total Non-operating Revenues	<u>\$ 15,317,930</u>
Total Revenues	\$ 54,693,286
Transfer from General Fund/Financing	\$ (535,809)
TOTAL SOURCES	<u>\$ 54,157,477</u>

<u>USES</u>	
Operating Expenses	
05-Executive	876,725
06-Economic Development	511,133
10-Administration	1,374,317
11-External Affairs	1,749,066
12-Information Technology	1,288,209
13-Procurement	515,049
14-Human Resources	438,054
15-Rail Services	1,407,541
16-Finance & Accounting	2,018,444
17-Sales	1,982,666
18-Commercial	105,997
19-Industrial	1,499,638
20-Facilities	5,888,328
21-Marine Operations	1,370,815
22-Security	2,522,033
32-Environmental	1,285,452
40-Marine Terminal	7,825,878
Total Operating Expenses	<u>\$ 32,659,344</u>
Non-operating Expenses	
Debt Service	10,579,524
Environmental Remediation	1,137,950
Other Non-Operating Expenses	842,000
Total Non-operating Expenses	<u>\$ 12,559,474</u>
Total Expenses	\$ 45,218,818
Capital Projects	\$ 8,938,659
TOTAL USES	<u>\$ 54,157,477</u>

**Port of Vancouver
2021 Capital Budget**

<i>Description</i>	2021
Environmental	
Environmental: Parcel 3 - Berm Construction Completion and Planting	450,000
Environmental: Purchase of Mitigation Credits	56,875
Total: Environmental	506,875
Industrial	
Industrial: Site Improvements - Design and Demolition	250,000
Total: Industrial	250,000
Terminals	
Terminals: Bulk Mineral Facility - Flopgate	800,000
Total: Terminals	800,000
Terminal Rehabilitation and Improvement Program (TRIP)	
TRIP: Bank Stabilization, and Permitting - Terminal 4 Bank Stabilization	300,000
Total: TRIP	300,000
Waterfront	
Waterfront: Renaissance Trail	1,200,000
Waterfront: Vancouver Landing	2,284,389
Total: Waterfront	3,484,389
Maintenance	
Maintenance: Buildings - Bldg 3201, Section I Roof	300,000
Maintenance: Buildings: Bldg 2725 Roofing	500,000
Maintenance: Drainage and Utilities: Full replacement of Biofiltration media in Pond 2	240,570
Maintenance: Drainage and Utilities; Bulk Facility Wastewater System Upgrades	200,000
Maintenance: Equipment Terminal Fire Alarm Replacement	150,000
Maintenance: IT - Microsoft Surfaces	30,000
Maintenance: IT - Replace Leased Copiers	65,000
Maintenance: IT - HVAC Server Room Upgrades	50,000
Maintenance: Paving and Striping - T2 Phase 3 of 3 - Design	50,000
Maintenance: Rail: Railcrossing Upgrade	440,000
Maintenance: Tenant Improvements	150,000
Maintenance: Vehicles and Equipment - Gator	15,000
Maintenance: Vehicles and Equipment - Hook Truck/Water Tank	140,000
Maintenance: Vehicles and Equipment - Van	54,000
Maintenance: Vehicles and Equipment - Water Truck	87,000
Total: Maintenance	2,471,570
Labor Capitalization	1,125,825
Total: Capital Projects	8,938,659
Grants and Other Contributions	
WADOT Grant - Waterfront: Renaissance Trail	(500,000)
TAP Grant - Waterfront: Renaissance Trail	(485,000)
Dept of Commerce Grant - Waterfront: Vancouver Landing	(1,457,275)
Vancouver Rotary Grant - Waterfront: Vancouver Landing	(500,000)
Total: Grants and Other Contributions	(2,942,275)
Total: Capital Projects - Net	5,996,384

Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Business
Development

Mike Schiller

Title

APPROVED BY:

Chief Commercial Officer 11/10/2020

Alex Strogon

Title

Date

SUBJECT: Approve Third Amendment and Termination Agreement Between the Port of Vancouver and Great Western Malting Company d/b/a Brewcraft USA

BACKGROUND:

This amendment support's the port's Strategic Plan goal to maintain an adequate supply of commercial and industrial property to attract business seeking to locate and create jobs in our community.

The Port and B.C. Holdings LLC d/b/a Brewcraft USA entered into a Lease Agreement effective March 1, 2012 for approximately 38,886 square feet at 3201 NW Lower River Road - Section I, Vancouver, WA. The First Amendment assigned the lease to Great Western Malting Company d/b/a Brewcraft USA effective March 1, 2018. The Second Amendment, effective September 1, 2019, extended the lease term through February 28, 2021.

Brewcraft USA has consolidated its operations at another port facility and the premises are no longer needed. The purpose of this Amendment and Termination is to terminate the lease as of close of business on November 10, 2020 and outline exit requirements for vacating the premises. The termination is conditioned on approval of a lease agreement being executed to a new tenant to backfill the premises.

Lease revenue associated with this action is anticipated to be replaced by a new tenant.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to sign the Third Amendment and Termination Agreement at 3201 NW Lower River Road – Section I, Vancouver, WA between the Port of Vancouver and Great Western Malting Company d/b/a Brewcraft USA.

Submitted by: _____

, CEO *Julianne Marler*

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 Business Development
Mike Schiller	Title
APPROVED BY:	Chief Commercial Officer 11/10/2020
Alex Strogen	Title Date
SUBJECT:	Approve a Lease Agreement between the Port of Vancouver and Printforia Inc.

BACKGROUND:

This action item supports the port's Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure to create jobs and support the economy. This lease agreement is a result of regular outreach to potential companies and partners to support business growth in new technologies.

Printfoira Inc. uses state of the industry equipment for direct-to-garment printing. The printers are designed to print directly onto cotton-based materials using a specialized inkjet technology. Printforia is a leader in its industry and has outgrown its current Camas/ Washougal facility.

The purpose of this Lease Agreement is to provide Printforia with a lease for approximately 38,886 square feet of warehouse and break area in building 3201 NW Lower River Road - Section I on a site area of approximately 77,465 square feet. The initial lease will be for 5 years and 3 months, effective November 11, 2020 through February 10, 2026. Printforia also has one 5-year option to extend following the initial lease term. In consideration of this long-term lease, the port will provide tenant improvements (TI), including installation of LED lighting and a TI budget of \$55,000 primarily for the construction of additional restroom facilities to accommodate increased staff levels.

Revenue to the port over the initial lease term is over \$1,300,000 plus leasehold excise tax, insurance, stormwater recovery and common area maintenance fees. Printforia has 35 employees with plans for further expansion.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to sign the Lease Agreement at 3201 NW Lower River Road - Section I, Vancouver, WA between the Port of Vancouver and Printforia Inc.

Submitted by: _____	, CEO <i>Julianne Marler</i>
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

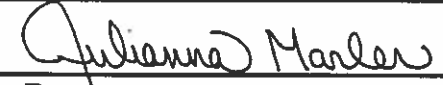
Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:		
Accounts Payable		
Title		
APPROVED BY:		
Scott D. Goodrich	Director of Finance & Accounting	11/10/2020
	Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:
October Vendor Claims:

Voucher Numbers	102709 – 103131	\$ 3,402,831.17
Electronic Payments	10/02/2020 – 11/01/2020	\$ 919,444.06
Payroll Voucher Numbers		\$ 594,053.75
Checks	70028407	
Direct Deposits	410001 – 410127	
	430001 – 430126	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2020 Vouchers 102709 – 103131 in the amount of \$3,402,831.17 including Electronic Payments generated between 10/02/2020 – 11/01/2020 in the amount of \$919,444.06 and October 2020 Payroll Check 70028407 and Payroll Direct Deposits 410001 – 410127 and 430001 – 430126 in the amount of \$594,053.75.

Submitted by: _____	, CEO 
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___