



# Port of Vancouver USA

**AGENDA  
PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING AGENDA  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, February 8, 2022**

- 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 January 25, 2022 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, February 7, 2022 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Approve Purchase and Sale Agreement between the Port of Vancouver USA and Duffy & Kinne Inc.
- F) **UNFINISHED BUSINESS**
  - 1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**

Voucher Numbers	108286 – 108592	\$ 4,560,892.12
Electronic Payments	01/01/2022 – 01/31/2022	\$ 685,852.74
Payroll Voucher Numbers		\$ 601,089.45
Checks	51637524	
Direct Deposits	10001 – 10121	
	30001 – 30122	
- I) **CEO REPORT**
  - 1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers
  - 2) Project Updates

- J) **COMMISSIONERS REPORTS**
- K) **WORKSHOP**  
Terminal 1 Update
- L) **ADMINISTRATIVE WORK SESSION**  
Terminal 1 Tax Increment Area
- M) **ADJOURNMENT**

**\*In compliance with the Governor's Emergency Proclamation 20-28, the Port's Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.**

**To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 875 1829 0422 and Passcode number: 835594 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](http://www.portvanusa.com).**

**\*\*Public comments are welcome during Open Forum by registering in advance via email to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, February 7, 2022. 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, February 8, 2022 will become part of the official meeting record and will be provided to the Commission.**

# Agenda Item No. C-2

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

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**REVIEWED BY:** \_\_\_\_\_

Executive Services Manager      02/08/2022

Michelle Allan

Title

Date

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**APPROVED BY:** \_\_\_\_\_

\_\_\_\_\_ Title

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**SUBJECT:**      Minutes of the January 25, 2022 Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 01/25/2022 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the January 25, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**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, January 25, 2022**

**CALL TO ORDER**

Commission President Burkman called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, January 25, 2022, via teleconference number 1 (253) 215-8782, conference code: 874 4766 3646 and passcode number: 997636 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event. Executive Services Manager Michelle Allan was attending the meeting in CEO Julianna Marler's absence from the office today.

Commissioner Burkman confirmed that Commissioner Orange was on the line. Commissioner LaBrant was not in attendance for the meeting.

**OPENING REMARKS**

Commissioner Burkman welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. He also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Jack Burkman	Port Commission President
Don Orange	Port Commission Vice President
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Savannah Mitcham	Port Administrative Assistant
Angela Blake	Port Facilities Program Coordinator
Ben Shoop	Port Construction Inspector
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jim Hagar	Port Economic Development Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Payne	Port Revenue Accountant
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager

Kent Cash	Port Chief Operations Officer
Lori Kaylor	Port Commercial Sales Associate
Mark Tauscher	Port Environmental Specialist
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Harding	Port Environmental Project Manager
Mike Schiller	Port Director of Business Development
Monty Edberg	Port Director of Engineering & Project Delivery
Patty Boyden	Port Director of Environmental Services
Phala Le	Port Human Resources Specialist
Ron Williams	Port Construction Inspector
Scott Goodrich	Port Director of Finance & Accounting
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Lori Froehlich	Clark Public Utilities

Additional members of the public participated in the virtual meeting but were not identified by name.

## **APPROVAL OF MINUTES**

### **Regular Meeting of January 11, 2022**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried 2-0 (Commissioner LaBrant was not in attendance for today's meeting), the Board of Commissioners approve the minutes of the January 11, 2022, regular meeting.

## **OPEN FORUM**

Commissioner Burkman stated that the agenda invited public comment on all matters on the agenda and reminded community members to keep their comments to three minutes. He then asked Executive Services Manager Michelle Allan if any community members responded to provide comment. She answered that one community member had registered to speak. Commissioner Burkman then called on the community member to provide public comment.

### **Cathryn Chudy**

Ms. Chudy discussed state legislative efforts addressing climate concerns. She also discussed the State Building Code Council's consideration of key proposals to reduce emissions from new commercial buildings. She encouraged commissioners to support these efforts.

Commissioner Burkman thanked Ms. Chudy for her comments. He reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

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

Commissioner Burkman opened the public hearing on Action Item E-1, Resolution 1-2022 to amend the Comprehensive Scheme of Harbor Improvements and Industrial Development.

Executive Services Manager Michelle Allan introduced Monty Edberg, Director of Engineering and Delivery Services who 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 Washington State Department of Ecology 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, Commissioner Burkman closed the public hearing.

### **ACTION ITEMS**

#### **E-1 Adopt Resolution 1-2022: Amend the Comprehensive Scheme of Harbor Improvements and Industrial Development for the Port of Vancouver USA**

Monty Edberg, Director of Engineering & Project Delivery presented the action item and discussed the resolution with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried 2-0 (Commissioner LaBrant was not in attendance for today's meeting), the Board of Commissioners adopt Resolution 1-2022 to amend the Port of Vancouver's Comprehensive Scheme of Harbor Improvements and Industrial Development.

#### **E-2 Approve Second Amendment to Lease between the Port of Vancouver USA and The Columbian**

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried 2-0 (Commissioner LaBrant was not in attendance for today's meeting), the Board of Commissioners approve and authorize the CEO to sign the Second Amendment to Lease at 2100 Section C Kotobuki Way between the Port of Vancouver USA and The Columbian.

## **UNFINISHED BUSINESS**

No unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

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

Executive Services Manager Michelle Allan shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that CEO Marler has not taken any action provided her under this resolution.

## **COMMISSIONERS REPORTS**

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

- Met with Terminal 1 Executive Sponsor Jonathan Eder
- CEO Marler
- Met with constituents

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

- CEO Marler
- Martin Luther King Breakfast
- Interstate Bridge Replacement Program Executive Steering Group
- Pacific Northwest Waterways Association (PNWA) Monthly Membership Meeting
- Joint Oregon-Washington Legislative Action Committee

Commissioner LaBrant was not present at the meeting and did not provide a report.

Commissioner Burkman reminded everyone of the ways they can communicate with the Commission. He 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.

**ADMINISTRATIVE 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, January 25, 2022, regular meeting was adjourned at 8:49 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative  
Supervisor, January 25, 2022,  
Regular Port of Vancouver USA  
Board of Commission Meeting

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Jack Burkman, President

\_\_\_\_\_  
Don Orange, Vice President

\_\_\_\_\_  
Eric LaBrant, Secretary



# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Business  
Development

Mike Schiller

Title

**APPROVED BY:**

Chief Commercial  
Officer

02/08/2022

Alex Strogon

Title

Date

**SUBJECT:** Approve Purchase and Sale Agreement between the Port of Vancouver USA and Duffy & Kinne Inc.

**BACKGROUND:**

This agreement supports the port's Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

Duffy & Kinne, Inc. ("Duffy & Kinne") is the parent company to Nu-Tech Machining Inc. ("Nu-Tech"). Nu-Tech primarily serves as a supplier to manufacturers of semi-conductor products and test equipment. These are very small parts made to extremely tight tolerances. Nu-Tech needs to relocate and expand to add additional machinists, support personnel, and machinery, and to improve overall efficiency.

On May 4, 2021, the Port of Vancouver ("Port") and Duffy & Kinne entered into a Letter of Intent ("LOI") to explore and negotiate for the purchase and sale of Lot 2 in Centennial Industrial Park ("CIP"). Duffy & Kinne plans to construct an approximately 25,000sf building in which Nu-Tech will operate that will include manufacturing and office space. A second building of approximately 12,000sf will be constructed for future manufacturing space on a site area of 3.26 acres.

The port does not typically sell property; however, due to the shape and location of Lot 2 in CIP, on August 13, 2019, the Board of Commissioners approved an amendment to the port's Comprehensive Scheme of Harbor Improvements in accordance with RCW 53.08.090. This amendment declared the subject property surplus and no longer needed for port district purposes allowing for the potential sale of property to stimulate private investment and growth of living wage jobs. Closing is dependent upon satisfaction of all conditions listed in the Purchase and Sale Agreement and Restrictive Covenants. Duffy & Kinne must maintain minimum requirements on the property, or the port will have the right to re-purchase.

Duffy and Kinne's project will provide substantial benefits to the community with its investment of more than \$4.5 million dollars in their planned facility and a minimum employment of 14 full time employees (FTE's) with a 5-year goal to employ up to 30 FTE's.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners approve the Purchase and Sale Agreement for Lot 2 Centennial Industrial Park between the Port of Vancouver USA and Duffy & Kinne Inc. and authorize the CEO to execute all documents necessary for closing the transaction.

**Submitted by:** Julianne Marler, CEO

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

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

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

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

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

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

# Agenda Item No. H-1

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	
Accounts Payable	
Title	
<b>APPROVED BY:</b>	
Director of Finance	
& Accounting	
Scott D. Goodrich	02/08/2022
Title	Date
<b>SUBJECT: VENDOR CLAIMS APPROVAL</b>	

**BACKGROUND:**

January 2022 Vendor Claims:

Voucher Numbers	108286 – 108592	\$ 4,560,892.12
Electronic Payments	01/01/2022 – 01/31/2022	\$ 685,852.74
Payroll Voucher Numbers		\$ 601,089.45
Checks	51637524	
Direct Deposits	10001 – 10121	
	30001 – 30122	

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2022 Vouchers 108286 – 108592 in the amount of \$4,560,892.12 including Electronic Payments generated between 01/01/2022 – 01/31/2022 in the amount of \$685,852.74 and January 2022 Payroll Check 51637524 and Payroll Direct Deposits 10001 – 10121 and 30001 – 30122 in the amount of \$601,089.45.

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

<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes ___ No ___