



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 28, 2023**

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.

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 January 24, 2023, Regular Meeting

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, February 27, 2023, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

Approve Contracts with Lotic Solutions LLC, Anchor QEA, WSP USA Inc., and Haley & Aldrich, Inc. for On-Call Natural Resources Consulting Services

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	112603 – 113029	\$ 4,621,718.55
Electronic Payments	01/01/2023 – 01/31/2023	\$ 1,595,397.91
Payroll Voucher Numbers		\$ 628,147.85
Checks	51808758 51814933	
Direct Deposits	10001 – 10124 40001 – 40123	

I) CEO REPORT

1) Federal Legislative Priorities

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

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, February 27, 2023. 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, February 28, 2023, 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.

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, January 24, 2023**

CALL TO ORDER

Commission President Orange 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, January 24, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Orange welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He stated the meeting is a hybrid meeting, and 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 January 10, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the January 10, 2023, regular meeting.

COMMUNITY FUND UPDATE

Community Relations Manager Julie Rawls stated that the final recipient of the port's 2022 Community Fund program was awarded to Clark College. She indicated Clark College used the funds for their annual International Day. She stated showcasing the many countries and cultures represented on campus at Clark College connected to the port's work in international trade. She indicated it also supports the port's diversity, equity, and inclusion work. She then introduced Jody Shulnak, Clark College's Associate Director of International Programs.

Ms. Shulnak provided an overview of International Day at Clark College and thanked the port for its support. Commissioner Orange expressed his appreciation to Ms. Shulnak for her presentation and work on this program.

OPEN FORUM

Commissioner Orange stated that the agenda invited public comment. Executive Services Manager Allan indicated no community members registered in advance to provide virtual oral comments. Commissioner Orange stated that there was one person present who signed up to provide comment and called them forward to speak.

Cathryn Chudy

Ms. Chudy shared her thoughts regarding agenda items. She also discussed yesterday's city council workshop regarding a moratorium on large warehouses and distribution centers.

ACTION ITEMS

E-1 Approve Contract with Gordon Thomas Honeywell Government Affairs, LLC for Federal Government Relation Services

Ryan Hart, Chief External Affairs Officer presented the action item and discussed it with the commission. On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to sign a personal services contract with Gordon Thomas Honeywell Governmental Affairs, LLC for an annual amount of \$140,000 including expenses, with approval for a one-year term and option to extend for four one-year extensions subject to approval in the annual budget.

E-2 Approve Contracts with Development Counsellors International, Quinn Thomas, and Outside Communications for On-Call Port Marketing Services

Ryan Hart, Chief External Affairs Officer presented the action item and discussed it with the commission. He answered questions from the Board. On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute a personal services contract with Development Counsellors International for a not-to-exceed amount of \$900,000; a contract with Quinn Thomas for a not-to-exceed amount of \$750,000; and a contract with Outside Communications for a not-to-exceed amount of \$300,000.

E-3 Approve Change Order 1 for Purchased Service Contract Bid 22-43: Landscape Maintenance - Parcel 3 Berm

Mark Newell, Project Delivery Manager, presented the action item and discussed it with the commission. He answered questions from the Board. On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to execute Change Order #1 in the amount of \$10,856.46 with Sound Native Plants, Inc. for Purchased Service Contract Bid 22-43: Landscape Maintenance - Parcel 3 Berm, revising the total contract amount to \$304,918.48 including Washington State Sales Tax.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

No CEO report was provided. CEO Marler was not present.

COMMISSIONERS REPORTS

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

- Martin Luther King Breakfast
- Pacific Northwest Waterways Association (PNWA) Monthly Membership Meeting
- Labor Roundtable
- Meeting with Eric ffitich, Washington Public Ports Association Executive Director

He also discussed the City of Vancouver's proposed resolution for a moratorium regarding large warehouses and distribution centers. He stated the city is recommending an exemption for the Port of Vancouver if the port retains the property and does not deal with e-commerce. He recommended his fellow commissioners support this exemption and support his idea to testify before city council in support of the exemption.

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

- Martin Luther King Breakfast
- Meeting with Eric ffitich, Washington Public Ports Association Executive Director

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

- Meeting with Executive Services Manager Michelle Allan
- Meeting with Eric ffitich, Washington Public Ports Association Executive Director

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Michelle Allan stated the next commission meeting scheduled for February 14 will begin 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

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:14 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, January 24, 2023, regular meeting was adjourned at 10:16 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, January 24, 2023, 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:		Environmental Project Manager	
	Matt Harding	Title	
APPROVED BY:		Chief Operations Officer	02/28/2023
	Kent Cash	Title	Date
SUBJECT:	Approve Contracts with Lotic Solutions LLC, Anchor QEA, WSP USA Inc., and Haley & Aldrich, Inc., for On-Call Natural Resources Consulting Services		

BACKGROUND:

These contracts support the Port of Vancouver's Strategic Plan Goal to protect air quality, water resources, and land managed by the port through deliberate and proactive efforts in all aspects of the port's operations.

The port frequently requires on-call environmental and natural resources consulting services to assist in planning and permitting recommendations for capital projects, maintenance and operations, mitigation planning, and other environmental initiatives.

In November 2022, the port issued an RFP for On-Call Natural Resources Consulting Services. Nine proposals were received and evaluated. Due to the often complex and specialized environmental services required the port selected four separate consulting firms based on their unique areas of expertise. Lotic Solutions LLC, Anchor QEA, WSP USA Inc., and Haley & Aldrich, Inc. were determined to be the most capable proposers with whom to enter into a contract.

Each contract will be issued for a period of three years with options to extend for two additional one-year terms. Contract change orders will be executed per Resolution 10-2022: Administrative Authority of CEO and Their Designees.

Funds for these contracts are included in the approved 2023 annual budget and will be included in subsequent annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a professional services contract with Lotic Solutions LLC for a not-to-exceed amount of \$200,000; a contract with Anchor QEA for a not-to-exceed amount of \$225,000; a contract with WSP USA Inc. for a not-to-exceed amount of \$175,000; and a contract with Haley & Aldrich, Inc. for a not-to-exceed amount of \$150,000.

Submitted by: *Julianne 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:	
Accounts Payable	
Title	
APPROVED BY:	
Director of Finance	
& Accounting	
Scott D. Goodrich	02/28/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

January 2023 Vendor Claims:

Voucher Numbers	112603 – 113029	\$ 4,621,718.55
Electronic Payments	01/01/2023 – 01/31/2023	\$ 1,595,397.91
Payroll Voucher Numbers		\$ 628,147.85
Checks	51808758	
	51814933	
Direct Deposits	10001 – 10124	
	40001 – 40123	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2023 Vouchers 112603 – 113029 in the amount of \$4,621,718.55 including Electronic Payments generated between 01/01/2023 – 01/31/2023 in the amount of \$1,595,397.91 and January 2023 Payroll Checks 51808758 and 51814933 and Payroll Direct Deposits 10001 – 10124 and 40001 – 40123 in the amount of \$628,147.85.

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