



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
3103 Lower River Road, Vancouver, WA 98660  
Tuesday, March 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 February 22, 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, March 7, 2022 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Authorization for CEO to Execute Landlord Consent to Lease Assignment Documents for Terminal 1, Lots 1 and 2  
Authorization for CEO to Execute Lease Documents for Terminal 1, Lots 1 and 2
  - 2) Approve First Amendment to Lease between the Port of Vancouver USA and Kaseberg Transport Inc.
  - 3) Approve Public Works Contract Bid 21-42: Building 2565 Sprinkler System Replacement
- F) **UNFINISHED BUSINESS**
  - 1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**

Voucher Numbers	108599 – 108859	\$ 3,224,469.57
Electronic Payments	02/01/2022 – 02/28/2022	\$ 699,766.57
Payroll Voucher Numbers		\$ 631,861.81
Checks		
Direct Deposits	60001 – 60123	
	80001 – 80123	

I) **CEO REPORT**

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

J) **COMMISSIONERS REPORTS**

K) **WORKSHOP**

Strategic Plan 2021 Annual Report

L) **ADMINISTRATIVE WORK SESSION**

None

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: 873 8157 2855 and Passcode number: 404023 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, March 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, March 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

03/08/2022

Michelle Allan

Title

Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the February 22, 2022 Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 02/22/2022 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 22, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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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 \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, February 22, 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, February 22, 2022, via teleconference number 1 (253) 215-8782, conference code: 813 9202 5180 and passcode number: 204768 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

Commissioner Burkman confirmed that Commissioners Orange and LaBrant were on the line.

**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
Eric LaBrant	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
Angela Blake	Port Facilities Program Coordinator
Casey O'Dell	Port Director of Facilities
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Erik Milliron	Port Tenant Services Coordinator
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Joel Fairchild	Port Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer

Mark Newell	Port Project Delivery Manager
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
Phala Le	Port Human Resources Specialist
Randy McCaleb	Port Contracts Manager
Richard Troudt	Port Security Manager
Ryan Hart	Port Chief External Affairs Officer
Sadie Prodanovich	Port Social Media & Communications Specialist
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
Carolyn Lake	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 February 8, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the February 8, 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 said that two community members registered to speak. He then called on each community member based on the order in which the port received their request.

### **Alona Steinke**

Alona Steinke discussed the cruise ship industry. She also discussed greenhouse gas emissions, climate goals, and carbon intensive businesses.

## Cathryn Chudy

Ms. Chudy stated the port's Climate Action Plan lays out targets and proposed actions to reduce carbon emissions. She suggested the Commission support the State Building Code Council's proposals to reduce emissions and submit a letter to support State Energy Code updates.

Commissioner Burkman thanked Ms. Steinke and Ms. Chudy for their 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.

## **ACTION ITEMS**

### **Approve Change Order for the Public Works Contract for Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project**

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 LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute Change Order #3 with James W. Fowler Company for Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project revising the total contract amount to \$3,125,421.33 including Washington State Sales Tax.

## **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**

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

She also provided information regarding the free COVID Vaccine Clinic to be held at the Port of Vancouver administrative office from 12:30 p.m. to 5:30 p.m. this afternoon. She encouraged folks to participate in the clinic.

## **COMMISSIONERS REPORTS**

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

- CEO Marler
- Met with Augusto Bassanini from United Grain Corporation

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

- Pacific Northwest Waterways Association (PNWA) Meetings
- CEO Marler
- Community Member Alona Steinke
- Community Member Cathryn Chudy
- Black History Exhibit by the Clark County Historical Museum and the NAACP

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

- CEO Marler
- Pacific Northwest Waterways Association (PNWA) Western Washington Regional Meeting
- Port Employee Service Awards
- Labor Roundtable Breakfast
- Interstate Bridge Replacement Program – Listening Session of the Siletz Tribe

CEO Marler 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.

## **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, February 22, 2022, regular meeting was adjourned at 8:59 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, February 22, 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

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**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Business  
Development

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Mike Schiller

Title

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**APPROVED BY:**

Chief Commercial  
Officer

03/08/2022

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Alex Strogon

Title

Date

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**SUBJECT:** Authorization for CEO to Execute Landlord Consent to Lease Assignment Documents for Terminal 1, Lots 1 and 2  
Authorization for CEO to Execute Lease Documents for Terminal 1, Lots 1 and 2

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## **BACKGROUND:**

This agenda item supports the port's Strategic Plan by implementing the vision of a destination waterfront at Terminal 1. This action item includes two separate staff recommendations and Commission actions. These two actions are included in one agenda item since they are directly tied to each other, meaning that if the first action is not approved, the second action will not proceed.

In November 2021, Columbia Waterfront, LLC (CWLLC) requested the port consent to CWLLC's assignment of its leasehold interests in the port's Terminal 1, Lots 1 and 2 to another developer, Lincoln Property Company (LPC). The current leases with CWLLC were approved by the Commission in September 2020. These were updated leases established pursuant to the original lease executed with CWLLC in 2007.

In 2022, CWLLC and LPC executed a separate agreement for LPC to purchase the leasehold estate of Lots 1 and 2 from CWLLC and the agreement is contingent upon the port agreeing to assign the leasehold interests to LPC and agreeing to enter into a new lease with LPC.

If the Commission approves the assignment of the leases, the second requested action is to approve new leases for Lot 1 and Lot 2. Beginning in November 2021, the port and LPC commenced negotiations of new leases for Lots 1 and 2 only if (a) the Commission approves the assignment of the current leases to LPC (or its approved entity); and (b) the sale of CWLLC's leasehold interests to LPC closes prior to September 30, 2022. These leases conclude the negotiations between the port and LPC.

Approving these leases will allow LPC (or its approved entities) to complete preparations, secure permits, and develop Lots 1 and 2. As part of the new leases, the port incorporated additional design requirements. These design requirements include LEED Gold building certification, bird safe designs, EV charging stations, light pollution reduction to minimize disturbance to aquatic life in the river, and infrastructure to provide for energy upgrades such as solar and all electrical pathways.

During construction, the sites will support construction jobs in skilled trades and specialties, and after completion, jobs supporting on-site operations.

The revenue from these leases are included in the 2022 approved budget.

**Additional Information Attached?** No

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**RECOMMENDATION:**

1) That the Board of Commissioners authorize the CEO to execute the landlord consent to lease assignment documents transferring the leasehold interest in Terminal 1 Lots 1 and 2 from CWLLC to LPC (or their approved entities).

2) That the Board of Commissioners authorize the CEO to execute leases and related documents for Terminal 1, Lot 1 and Lot 2 between the Port of Vancouver and LPC (or its approved entities).

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**Submitted by:** \_\_\_\_\_, CEO

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

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

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

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

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

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

# 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

03/08/2022

Alex Strogon

Title

Date

**SUBJECT:** Approve First Amendment to Lease between the Port of Vancouver USA and Kaseberg Transport Inc.

**BACKGROUND:**

This amendment supports the port's Strategic Plan goals to pursue opportunities that utilize the port's property and infrastructure investments and support growth and economic opportunities for existing tenants.

Kaseberg Transport Inc. (Kaseberg) has a fleet of 14 semi-trucks that move building materials around the west coast. The port and Kaseberg entered into a short-term lease effective August 10, 2018, for 667 square feet of modular office space for office staff and a driver's room. The lease has been in holdover status while the port reviewed options to relocate the modular trailer.

The purpose of this First Amendment is to expand the premises for the entire space of 1,200 square feet. The lease term would be effective upon execution and extend through March 7, 2025. Either party may terminate the lease by providing notice 90 days prior to the annual anniversary date.

The value of this lease through the extension term is \$70,511.00 plus leasehold excise tax, insurance, stormwater recovery fees and common area maintenance fees. Kaseberg is looking to expand their on-site staff from two to five employees by adding broker services.

A portion of the lease revenue was projected in the port's 2022 approved budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners approve and authorize the CEO to execute the First Amendment to Lease at 3301 NW Lower River Road between the Port of Vancouver USA and Kaseberg Transport Inc.

**Submitted by:** \_\_\_\_\_, CEO

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

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

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

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

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

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

# Agenda Item No. E-3

**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Facilities

Casey O'Dell

Title

**APPROVED BY:**

Chief Operations Officer

03/08/2022

Kent Cash

Title

Date

**SUBJECT:** Approve Public Works Contract Bid 21-42: Building 2565 Sprinkler System Replacement

**BACKGROUND:**

This project supports the port's Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy by continuing facility improvements through the maintenance of assets.

On January 28, 2022, the port issued Request for Proposals 22-01: Building 2565 Fire Sprinkler System Replacement Project for a building engineering system to evaluate and select an appropriately licensed contractor to design and replace the existing fire sprinkler system. The port sought a proposal for base bid items as well as four "additive alternates" for additional components of the project.

On February 17, 2022, one proposal was received from Cosco Fire Protection. This is a highly specialized field of work, and it was anticipated that the port may not receive multiple proposals. After a cross-departmental evaluation of the proposal, it was determined that Cosco Fire Projection submitted a responsive proposal and that Cosco is a responsible contractor capable of performing the work.

The engineer's estimate for the project was \$602,359.45. The base bid received was \$665,408.80, with an additional total of \$73,908.03 for the four additive alternates.

Company	Base Bid	Additive Alternate 1	Additive Alternate 2	Additive Alternate 3	Additive Alternate 4
Cosco Fire Protection, Vancouver, WA	\$665,408.80	\$58,590.00	\$2,441.25	\$11,978.40	\$898.38
Total Bid					\$739,316.83

Various factors have impacted project costs recently, including the cost of steel and the ability to locate domestic steel. After a review of the proposal, it was determined that the most cost-effective way to replace the entire fire sprinkler system in the building is to accept the base bid and all four additive alternates, for a total project cost of \$739,316.83.

Funds for the project were included in the approved 2022 budget. The port has sufficient funds to pay for the cost of the higher base bid and the four additive alternates.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a public works contract with Cosco Fire Protection for RFP 22-01: Building 2565 Fire Sprinkler System Replacement Project for the base bid and additive alternates 1-4, for a total amount of \$739,316.83 including Washington State sales tax.

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**Submitted by:** \_\_\_\_\_, 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	03/08/2022
Title	Date
<b>SUBJECT: VENDOR CLAIMS APPROVAL</b>	

**BACKGROUND:**

February 2022 Vendor Claims:

Voucher Numbers	108599 – 108859	\$ 3,224,469.57
Electronic Payments	02/01/2022 – 02/28/2022	\$ 699,766.57
Payroll Voucher Numbers		\$ 631,861.81
Checks		
Direct Deposits	60001 – 60123	
	80001 – 80123	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2022 Vouchers 108599 – 108859 in the amount of \$3,224,469.57 including Electronic Payments generated between 02/01/2022 – 02/28/2022 in the amount of \$699,766.57 and February 2022 Payroll Direct Deposits 60001 – 60123 and 80001 – 80123 in the amount of \$631,861.81.

<b>Submitted by:</b> <u>Julianne Marler</u> 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 ___