



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, March 14, 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](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
  - 2) Approve Minutes of the February 28, 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, March 13, 2023, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Approve Change Order 7 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project
- F) **UNFINISHED BUSINESS**
  - 1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	113033 – 113369	\$ 4,022,258.54
Electronic Payments	02/01/2023 – 02/28/2023	\$ 915,133.08
Payroll Voucher Numbers		\$ 766,884.80
Checks		
Direct Deposits	60001 – 60133 80001 – 80125	

**I) CEO REPORT**

1) Project Updates

**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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, March 13, 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, March 14, 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](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 Services Manager	03/14/2023
Michelle Allan	Title	Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the February 28, 2023 Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 02/28/2023 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 28, 2023, 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, February 28, 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, February 28, 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 24, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the January 24, 2023, regular meeting.

**OPEN FORUM**

Commissioner Orange stated that the agenda invited public comment and indicated one community member registered in advance to provide virtual oral comments but that there was no one present who signed up to provide comment. CEO Marler confirmed this, then called on the community member to provide their virtual oral comments.

**Don Steinke**

Mr. Steinke discussed the potential of using port warehouse rooftops for solar energy and some grant incentives that are available to do this.

**ACTION ITEMS**

**E-1 Approve Contracts with Lotic Solutions LLC, Anchor QEA, WSP USA Inc., and Haley & Aldrich, Inc., for On-Call Natural Resources Consulting Services**

Matt Harding, Environmental Project Manager presented the action item and discussed it with the commission. On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, 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.

## **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 additional unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

### Federal Legislative Priorities

Ryan Hart, Chief External Affairs Officer introduced the port's federal lobbyist, Dale Learn with Gordon Thomas Honeywell. Dale Learn joined the meeting virtually and shared his general thoughts on what is happening in congress. He along with Ryan Hart presented the port's 2023 Draft Federal Legislative Priorities. Mr. Learn also answered questions from the Board.

## **COMMISSIONERS REPORTS**

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

- CEO Marler
- Washington Public Ports Association Port and Maritime Day
- Port Public Lecture on Bar Pilots
- Regional Transportation Council meeting
- Annual Washington Transportation Investment Strategy Workshop

He also stated that he attended the Vancouver City Council Meeting regarding modifications to their warehouse moratorium. He indicated the final vote on this will be next Monday.

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

- Meeting with Commercial staff for a macroeconomic update
- Strategic Planning Session for Vancouver School District
- Washington Public Ports Association Port and Maritime Day
- Port Public Lecture on Bar Pilots
- Pacific Northwest Waterways Association Lower Columbia meeting

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

- Port Public Lecture on Bar Pilots
- Port's Community Fund Program
- Vancouver City Council Meeting

### **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 scheduled for March 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 10:21 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, February 28, 2023, regular meeting was adjourned at 10:26 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, February 28, 2023, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Don Orange, President

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Eric LaBrant, Vice President

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Jack Burkman, Secretary

# Agenda Item No. E-1

<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	Director of Engineering & Project Delivery
Monty Edberg	Title
<b>APPROVED BY:</b>	Chief Operations Officer      03/14/2023
Kent Cash	Title      Date
<b>SUBJECT:</b>	Approve Change Order 7 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project

**BACKGROUND:**

The Berth 17 Rehabilitation project supports the port’s Strategic Plan goal of pursuing opportunities that utilize the port’s property and infrastructure investments to create jobs and support the economy.

On August 23, 2022, a contract for the project was awarded to Advanced American Construction, Inc. of Portland, OR in the amount of \$10,035,232.27. The CEO’s Authority under Resolution 10-2022 requires Commission approval for change orders that cumulatively exceed \$300,000. Once approved, this threshold amount resets for any additional change orders.

Change orders 1 through 4 cumulatively totaled \$305,629.32 with change order 4 approved in accordance with Resolution 10-2022 by the Commission on December 7, 2022. Change orders 5 and 6 in the amounts of \$129,625.43, and \$142,681.12 respectively, including Washington state sales tax, totaled \$272,306.55, and were previously approved by authority of the CEO.

Change order 7, in the amount of \$106,869.42, brings the cumulative amount of change orders 5 through 7 to \$379,175.97, including Washington state sales tax, and therefore requires Commission approval.

Change order 7 is necessary for the procurement of materials and labor to temporarily patch pavement for the safe passage of wind components, update an electrical cabinet with a humidistat switch, and coat miscellaneous metal with the appropriate safety yellow paint.

This project is included in the approved 2023 budget. The port has sufficient funds for change order 7.

**Additional Information Attached? No**

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute change order 7 in the amount of \$106,869.42 with Advanced American Construction, Inc. for Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project, revising the total contract amount to \$10,720,037.56 including Washington State Sales Tax.

<b>Submitted by:</b> <u>Juliana 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: Yes</b> ___ <b>No</b> ___

# Agenda Item No. H-1

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<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	03/14/2023
Title	Date
<b>SUBJECT:       VENDOR CLAIMS APPROVAL</b>	

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**BACKGROUND:**

February 2023 Vendor Claims:

Voucher Numbers	113033 – 113369	\$ 4,022,258.54
Electronic Payments	02/01/2023 – 02/28/2023	\$ 915,133.08
Payroll Voucher Numbers		\$ 766,884.80
Checks		
Direct Deposits	60001 – 60133	
	80001 – 80125	

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2023 Vouchers 113033 – 113369 in the amount of \$4,022,258.54 including Electronic Payments generated between 02/01/2023 – 02/28/2023 in the amount of \$915,133.08 and February 2023 Payroll Direct Deposits 60001 – 60133 and 80001 – 80125 in the amount of \$766,884.80.

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

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<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 ___