



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, April 11, 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 CVTV 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
 - 2) Approve Minutes of the March 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, April 10, 2023, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Contract with Johansson Wing Architects for Parcel 10 Architectural Design & Consulting Services
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	113358 – 113796	\$ 4,484,758.29
Electronic Payments	03/01/2023 – 03/31/2023	\$ 1,054,144.60
Payroll Voucher Numbers		\$ 626,997.60
Checks		
Direct Deposits	100001 – 100123 120001 – 120124	

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 no later than 12:00 p.m. on Monday, April 10, 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, April 11, 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, March 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, March 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 invited guests to participate in the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting of March 14, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the March 14, 2023, regular meeting.

OPEN FORUM

Commissioner Orange stated that the agenda invited public comment and indicated no one present signed up to provide comment.

CEO Marler confirmed this. She 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. She stated that no one had registered in advance to provide virtual oral comments and that the meeting is being recorded.

ACTION ITEMS

E-1 Approve First Amendment to Lease between the Port of Vancouver USA and Kelly Pipe Co., LLC

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the commission. She indicated the action item had the incorrect lease term and that it should extend to June 11, 2025, instead of 2023. She answered questions from the Board. On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve and authorize the CEO to sign the First Amendment to Lease at Parcel 1A between the Port of Vancouver USA and Kelly Pipe Co., LLC as amended.

E-2 Approve Moorage Permit between the Port of Vancouver USA and Shaver Transportation Company

Angie Hansloven, Real Estate Specialist 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 approve and authorize the CEO to sign the Moorage Permit between the Port of Vancouver USA and Shaver Transportation Company.

UNFINISHED BUSINESS

Port Contracts Logs

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

CEO Marler stated she attended the following events and provided a brief summary:

- Sister City Delegation Trip to Jojo, Japan
- Pacific Northwest Waterways Association Mission to Washington

COMMISSIONERS REPORTS

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

- Interstate Bridge Replacement Program Executive Steering Group
- Pacific Northwest Waterways Association (PNWA) Monthly Membership Meeting
- Port Public Lecture - Washington Council on International Trade (WCIT)

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

- Port Public Lecture - Washington Council on International Trade (WCIT)
- Pacific Northwest Waterways Association Mission to Washington

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

- Port Public Lecture - Washington Council on International Trade (WCIT)
- Labor Roundtable
- Constituents re: Vancouver Lake
- State of the City

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 April 11 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

RECESS

Commissioner Orange called a recess from 9:54 a.m. to 10:01 a.m. to prepare for the port's workshop on the Strategic Plan 2022 Annual Report

WORKSHOP

Strategic Plan 2022 Annual Report

Chief Financial and Administrative Officer Elizabeth Gotelli lead the workshop on the Strategic Plan 2022 Annual Report. She stated this is a chance to look back on the past year and report out on the milestones under the strategic plan. She stated as what has been done in the past, presenters will speak about the goal areas and pause for questions after their portion.

Casey Bowman, Director of Communication provided an update on port tours, the port's community fund, general community events and support for organizations promoting diversity, equity, and inclusion. He answered questions from the Board.

Mike Schiller, Director of Business Development provided an update on the Terminal 1 project, the Lincoln Property Company 50-year lease and groundbreaking and grant funding opportunities.

Nicole Lutton, Grant Specialist provided an update on the port's economic development goals, in particular the I-5 Bridge Modified Locally Preferred Alternative, Foreign Trade Zone, workforce development and the port's apprenticeship program.

Matt Harding, Environmental Project Manager reported on the 2022 environmental goals and accomplishments, in particular accomplishments pertaining to the port's Climate Action Plan, Parcel 3 Berm, water quality, and the partnerships we have with important stakeholders.

Alex Strogon, Chief Commercial Officer provided an update on marine/commercial accomplishments related to wind energy, layberth opportunities, and the Foreign Trade Zone. He then discussed current market trends and the priorities for 2023.

Mike Schiller, Director of Business Development shared the industrial/commercial goals, including new tenants, existing tenant retention and growth, and land use.

Scott Goodrich, Director of Finance and Accounting reported out on the port's achievements that included the tax increment financing establishment, LTGO Bond issuance, record breaking revenues, and reinvestment.

Casey O'Dell, Director of Facilities shared port accomplishments related to cybersecurity and business resiliency as well as investments in maintaining port assets.

Dawn Egbert, Procurement Services Manager shared the port's organizational goals, including employee turnover and retention, Diversity, Equity, and Inclusion Plan, Business, Continuity and Resiliency Plan, vaccine clinics, and the port's leadership on state-wide legislation for small works and DBE contracting.

Chief Financial and Administrative Officer Elizabeth Gotelli concluded the presentation and indicated that it is just a snapshot of the port's 2022 accomplishments, and that additional information on all of the achievements can be found in the Strategic Plan 2022 Annual Review Supplemental Report. She added that today's presentation and supplemental report can also be found on the port's website. She answered questions from the board and thanked them for their comments.

SIGN DOCUMENTS

The Board signed documents at 11:03 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, March 28, 2023, regular meeting was adjourned at 11:05 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, March 28, 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:	Director of Engineering & Project Delivery		
Monty Edberg	Title		
APPROVED BY:	Chief Operations Officer		
Kent Cash	Title	04/11/2023	
SUBJECT:	Approve Contract with Johansson Wing Architects for Parcel 10 Architectural Design & Consulting Services		

BACKGROUND:

This agenda item supports the port's Strategic Plan goals to develop an actionable plan for the potential development and expansion of existing industrial and commercial port property, including the permitting process for undeveloped properties, as well as support development of shovel-ready sites within the port district with the necessary and appropriate infrastructure, including broadband and utilities.

The purpose of this contract is to evaluate, design, and permit land development and new structures to support expanded development of Parcel 10. This expansion would further the port's goals of economic development and job creation.

In August 2022, the port issued an RFQ for Parcel 10 Architectural Design & Consulting Services. Three proposals were received and evaluated. Interviews were conducted and Johansson Wing Architects was determined to be the most qualified proposer with whom to enter into a contract.

Under this contract in 2023, the port will complete the necessary engineering, archaeological and ecological studies, develop conceptual development plans for the site, perform architectural studies and programming for the site and potential buildings, and evaluate the potential for the addition of an approximate 20,000 square foot build-to-suit light industrial building. The port will also engage in a process to remove this parcel from mapped floodplain areas and complete studies to evaluate best strategies for effective stormwater management.

The contract will be issued for a period of five years with options to extend through completion of the project. Contract amendments will be executed per Resolution 10-2022: Administrative Authority of CEO and Their Designees. Funds for this contract 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 contract with Johansson Wing Architects for a not-to-exceed amount of \$834,514 to perform Parcel 10 Architectural Design and Consulting Services.

Submitted by: Julianne Marlow, 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	04/11/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

March 2023 Vendor Claims:

Voucher Numbers	113358 – 113796	\$ 4,484,758.29
Electronic Payments	03/01/2023 – 03/31/2023	\$ 1,054,144.60
Payroll Voucher Numbers		\$ 626,997.60
Checks		
Direct Deposits	100001 – 100123	
	120001 – 120124	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of March 2023 Vouchers 113358 – 113796 in the amount of \$4,484,758.29 including Electronic Payments generated between 03/01/2023 – 03/31/2023 in the amount of \$1,054,144.60 and March 2023 Payroll Direct Deposits 100001 – 100123 and 120001 – 120124 in the amount of \$626,997.60.

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