



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, September 13, 2022**

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
- 2) Approve Minutes of the August 23, 2022, 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, September 12, 2022, by emailing povcommissioners@portvanusa.com**

PUBLIC HEARING

- 1) Port Redistricting
To provide virtual oral comment during the public hearing, you must register no later than 12:00 p.m. on Monday, September 12, 2022 by emailing povcommissioners@portvanusa.com

E) ACTION ITEMS

- 1) Approve First Amendment to Lease between the Port of Vancouver USA and Vancouver Warehouse and Distribution Company

- 2) Approve Public Works Contract Bid 22-40: Northwest 35th Circle Extension Project
- 3) Approve Public Works Contract Bid 22-41: Building 3201 Roof Rehabilitation Project

F) UNFINISHED BUSINESS

- 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	110794 – 111304	\$ 5,097,755.15
Electronic Payments	08/01/2022 – 08/31/2022	\$ 709,295.29
Payroll Voucher Numbers		\$ 637,408.95
Checks	51731394	
Direct Deposits	320001 – 320129	
	340001 – 340130	

I) CEO REPORT

- 1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

- Cybersecurity

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, September 12, 2022. 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, September 13, 2022, 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.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager 09/123/2022

Michelle Allan Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the August 23, 2022 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 08/23/2022 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the August 23, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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, August 23, 2022**

CALL TO ORDER

Commission President Burkman 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, August 23, 2022, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Burkman welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting and the workshop 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 August 9, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the August 9, 2022, regular meeting.

INTERNS UPDATE

Mike Bomar, Director of Economic Development introduced summer interns Anaflor Hernandez Sanchez and Kalie Morgan. He stated the port partnered with the Future Leaders Project, an initiative of Workforce Southwest Washington, the Columbia River Economic Development Council and WSUV that connects students from historically marginalized communities with Clark County employers and provide them with tools as they prepare to enter the workforce. He then introduced Anaflor and Kalie who shared their experiences and answered questions from the Board. Anaflor and Kalie also thanked the Board, port staff, and Mike in particular for the experience here.

OPEN FORUM

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. He asked if there was anyone present who signed up to provide comment. CEO Marler responded that no one signed up to speak.

PUBLIC HEARING: PORT REDISTRICTING

CEO Marler provided an introduction for the public hearing on port redistricting. She indicated the redistricting process will include three public hearings followed by a commission vote at the second commission meeting in September.

Commissioner Burkman opened the public hearing. He stated the notice for the public hearing was published on August 18, 2022, in the *Columbian* as required by statute. He explained the purpose of the hearing is to hear from the community regarding the port's redistricting.

CEO Marler advised the Board that the port did not receive any requests from the public to comment virtually or in person during this public hearing.

Commissioner Burkman then closed the public hearing.

PUBLIC HEARING: RESOLUTION 5-2022 FOR LIMITED TAX GENERAL OBLIGATION BONDS – ACTION ITEM E-2

CEO Marler introduced Scott Goodrich, Director of Finance and Accounting who presented the action item and provided an overview of the resolution for limited tax general obligation bonds prior to the public hearing.

Commissioner Burkman opened the public hearing at 9:55 a.m. He indicated the hearing is required under the Tax Equity and Fiscal Responsibility Act of 1982, also known as TEFRA and Internal Revenue Code Section 147(f) in connection with the proposed issuance of limited tax general obligation bonds. (Notice for the public hearing was published on August 12, 2022 in the *Columbian*).

CEO Marler advised the Board that the port did not receive any requests from the public to comment virtually or in person during this public hearing.

Commissioner Burkman then closed the public hearing at 9:57 a.m.

ACTION ITEMS

E-1 Approve Resolution 5-2022: Issuance and Sale of Limited Tax General Obligation Bonds

Scott Goodrich, Director of Finance and Accounting read the recommendation for the action item.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approves and executes Resolution 5-2022 providing for the issuance and sale of limited tax general obligation bonds in the principal amount of not to exceed \$27,000,000 and delegates authority to the CEO or Director of Finance & Accounting to approve the designation of the bonds, including the final principal

amounts, interest rates, maturity dates, redemption rights, interest payment dates, principal maturities, and provisions for ongoing disclosure.

E-2 Approve Resolution 6-2022: Terminating Resolution 2-2020: Declaring Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler presented the action item and discussed it with the commission. She answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve Resolution 6-2022: Terminating Resolution 2-2020: Declaring Local Emergency and Delegation of Authority of Emergency Powers to the Port of Vancouver's Chief Executive Officer.

E-3 Approve Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project

Thane Giles, Project 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 Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project with Advanced American Construction, Inc. in the amount of \$9,555,705.67 for the base contract scope, plus the additional \$479,526.60 for the additive alternatives, totaling \$10,035,232.27 including Washington State sales tax, and include the option for reimbursement of the project's contract bids (Public Works Contract Bids 21-33 and 21-40) under Reimbursement Resolution 1-2021.

E- 4 Approve Purchase of Battery Electric Fleet Vehicles

Casey O'Dell, Director of Facilities presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Orange, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners authorize the CEO to purchase six Ford F-150 Lightning Trucks at a cost not to exceed \$326,033.82 including Washington State sales tax.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

CEO Marler stated that Resolution 2-2020: Declaring Local Emergency and Delegation of Authority of Emergency Powers was terminated earlier in the meeting. She indicated that she had not taken any action provided her under this resolution prior to its termination.

COMMISSIONERS REPORTS

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

- Port Tour

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

- Port Tour
- ILWU-Local 4 President
- City of Vancouver City Council Members
- CEO Marler
- Executive Services Manager Michelle Allan

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

- Waterfront Appreciation Luncheon
- Tour for representatives from MARAD (the United States Department of Transportation Maritime Administration)
- City of Vancouver Mayor Anne McEnery-Ogle

Commissioner Orange also expressed his thanks for the Waterfront Appreciation Luncheon and to Chief External Affairs Officer Ryan Hart for his help in providing a port tour.

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 September 13 will begin at 9:30 a.m. She also highlighted several other upcoming community events.

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.

RECESS

Commissioner Burkman called a recess at 10:26 a.m. to prepare for the 2022 Insurance Overview workshop.

WORKSHOP

Insurance Overview

Commissioner Burkman reopened the meeting at 10:35 a.m. for a workshop on the port's property and casualty insurance program with Alliant Insurance Services, Inc. Scott Goodrich, Director of Finance & Accounting introduced Alliant representatives Brian White and Kevin Miller who provided the board with an overview of the port's current insurance program. They also answered the Board's questions.

RECESS

A recess was called at 11:15 a.m. for a short break and at 11:18 a.m., the meeting reconvened with a continuation of the workshop.

SIGN DOCUMENTS

The workshop concluded at 11:30 a.m. and the Board signed documents.

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, August 23, 2022, regular meeting was adjourned at 11:35 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, August 23, 2022, Regular
Port of Vancouver USA Board of
Commission Meeting

Jack Burkman, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:		Director of Business Development	
	Mike Schiller	Title	
APPROVED BY:		Chief Commercial Officer	09/13/2022
	Alex Strogon	Title	Date
SUBJECT:	Approve First Amendment to Lease between the Port of Vancouver USA and Vancouver Warehouse and Distribution Company		

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.

Vancouver Warehouse and Distribution Company (Vancouver Warehouse) has been leasing space at the port since 2014. In 2019, the port and Vancouver Warehouse entered into a long-term lease for 36,000 square feet located in Building 2701 for storage and distribution.

The purpose of this First Amendment is to extend the term for an additional 3 years, effective August 1, 2022 through July 31, 2025. In consideration of the fair market rent adjustment, the rent increase will be phased in for the first 6 months and includes a termination option on the first anniversary if Vancouver Warehouse is not able to sustain the rent increase with customers.

The value of this lease through the extension term is \$623,337.00 plus leasehold excise tax, insurance, stormwater recovery fees and common area maintenance fees. Vancouver Warehouse will maintain 2 employees on site to load and unload a fleet of trucks.

The extension revenue was not included in the 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 2701 NW Lower River Road between the Port of Vancouver USA and Vancouver Warehouse and Distribution Company.

Submitted by: Julianne Marler, CEO

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes ___ No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:	Director of Engineering & Project Delivery		
Monty Edberg	Title		
APPROVED BY:	Chief Operations Officer		09/13/2022
Kent Cash	Title		Date
SUBJECT:	Approve Public Works Contract Bid 22-40: Northwest 35th Circle Extension Project		

BACKGROUND:

This agenda item supports the port’s Strategic Plan goals to take a leadership role in supporting regional, multi-modal transportation and improving freight mobility, and to support local efforts to maintain an adequate supply of commercial and industrial real estate.

The port will be extending 35th Street by approximately 500 lineal feet of functional roadway as agreed to in the purchase and sale agreement for Lot 2 of the Centennial Industrial Park, as approved by the Board of Commissioners on February 8th, 2022. In addition to the roadway pavements, this project also includes stormwater capture and conveyance systems, wet utilities, underground electrical and communication systems, curbs and sidewalks, landscaping, and street lighting. This roadway extension is a key element for future access to Centennial Industrial Park and Parcel 7.

On August 10, 2022, the Port of Vancouver issued a Request for Bid 22-40: Northwest 35th Circle Extension Project. On September 1, 2022, the following bids were received:

Bidder	Location	Bid Amount
Catworks, LLC	Vancouver, WA	\$768,426.05
North Cascade Excavating, LLC	Woodland, WA	\$774,072.78
Western United Civil Group, LLC	Yacolt, WA	\$776,226.22
Advanced Excavating Specialist, LLC	Kelso, WA	\$831,459.12
Odyssey Contracting, LLC	Yacolt, WA	\$847,239.66
Nutter Corporation	Vancouver, WA	\$872,577.83
Lee Contractors, LLC	Battle Ground, WA	\$1,072,130.62
Clark & Sons Excavating, Inc.	Battle Ground, WA	\$1,149,911.92

Staff has reviewed Catworks, LLC’s responsive bid and concluded they are a responsible contractor capable of performing the work.

The engineer's estimated cost range for the project base bid was \$802,300 - \$886,750. This project is included in the 2022 approved budget with a portion of the cost reimbursed to the port by Duffy & Kinne/Nu-Tech Machining, the owners of Lot 2 in the Centennial Industrial Park.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute Public Works Contract Bid 22-40: Northwest 35th Circle Extension Project with Catworks, LLC in the amount of \$768,426.05 including Washington State sales tax.

Submitted by: *Juliana Marlow*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes___ No___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:	Director of Engineering & Project Delivery	
Monty Edberg	Title	Date
APPROVED BY:	Chief Operations Officer	
Kent Cash	Title	09/13/2022
SUBJECT:	Approve Public Works Contract Bid 22-41: Building 3201 Roof Rehabilitation Project	

BACKGROUND:

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

The Building 3201 Roof Rehabilitation project repairs the metal roof on an occupied 150,450 square foot commercial structure on port property. Work includes but is not limited to the removal of existing mastic/sealant repairs; removal and replacement of deteriorated rooftop exhaust flues; installation of permanent reinforced fluid-applied panel patches; installation of curb bases and other rooftop penetrations; installation of deck coating in isolated areas; removal and replacement of gutters/downspouts; and an additional alternative of installation of permanent fall protection cages over all skylight curbs. This project will be substantially complete by November 30, 2022.

On August 10, 2022, the Port of Vancouver issued Invitation to Bid 22-41: Building 3201 Roof Rehabilitation Project. On September 1, 2022, the following bids were received:

<u>Bidder</u>	<u>Location</u>	<u>Base Bid Amount</u>	<u>Add/Alt Amount</u>
Queen City Specialty Roofing	Brier, WA	\$762,396.95	\$59,718.40
Interstate Sheet Metal	Battle Ground, WA	\$826,447.76	\$74,925.76

Staff has reviewed Queen City Specialty Roofing’s responsive bid and concluded they are a responsible contractor capable of performing the work. The bid and additional alternative totaling \$822,115.35 is less than the engineer’s estimated range of \$852,520 to \$942,300 and is included in the approved 2022 Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Queen City Specialty Roofing for Public Works Contract Bid 22-41: Building 3201 Roof Rehabilitation Project in the amount of \$762,396.95 for the base contract, plus \$59,718.40 for the additional alternative, for a total of \$822,115.35 including Washington State sales tax.

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	09/13/2022
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:
August 2022 Vendor Claims:

Voucher Numbers	110794 – 111304	\$ 5,097,755.15
Electronic Payments	08/01/2022 – 08/31/2022	\$ 709,295.29
Payroll Voucher Numbers		\$ 637,408.95
Checks	51731394	
Direct Deposits	320001 – 320129	
	340001 – 340130	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2022 Vouchers 110794 – 111304 in the amount of \$5,097,755.15 including Electronic Payments generated between 08/01/2022 – 08/31/2022 in the amount of \$709,295.29 and August 2022 Payroll Check 51731394 and Payroll Direct Deposits 320001 – 320129 and 340001 – 340130 in the amount of \$637,408.95.

Submitted by: Julianne Marlow, CEO

Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___