

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 8, 2019**

- A) CALL TO ORDER (8:30 a.m.)**
- B) EXECUTIVE SESSION**
None
- C) OPENING REMARKS (8:30 a.m.)**
1) Opening Remarks – Pledge of Allegiance, etc.
2) Approve and Sign Minutes of the September 24, 2019 Regular Meeting
- D) OPEN FORUM**
1) Public comment on matters not subject to Commission vote at this meeting
2) Commissioner and CEO comments
- E) ACTION ITEMS**
None
- F) UNFINISHED BUSINESS**
1) Port Contracts Logs
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**
- | | | |
|-------------------------|------------------------------------|-----------------|
| Voucher Numbers | 097679 - 098026 | \$ 3,156,401.68 |
| Electronic Payments | 09/01/2019 – 09/29/2019 | \$ 834,621.15 |
| Payroll Voucher Numbers | | \$ 573,455.46 |
| Checks | 51119962 - 51119963
51131898 | |
| Direct Deposits | 360001 - 360125
390001 - 390125 | |
- I) CEO REPORT**
1) Federal and State Legislative Update
2) Project Updates
- J) COMMISSIONERS REPORTS**
- K) UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**
None

N) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

10/082019

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT:

Minutes of the September 24, 2019 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 09/24/19 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 24, 2019, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Markes*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, September 24, 2019**

CALL TO ORDER

Commission President Oliver called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, September 24, 2019 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Oliver welcomed everyone, announced no executive session was held and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Jerry Oliver	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
Kent Cash	Port Chief Operations Officer
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Patty Boyden	Port Director of Environmental Services
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Julie Rawls	Port Community Relations Specialist
Kathy Holtby	Port Real Estate Manager
Casey O'Dell	Port Director of Facilities
Jim Hagar	Port Economic Development Project Manager
Jack Flug	Port Senior Financial Analyst
Matt Harding	Port Environmental Project Manager
Victor Roehm	Sussman Shank
Ken Rone	Community Member
Ron Morrison	TRPP
Jack Burkman	Community Member
Cedric Barrett	Community Member
Kris Greene	Community Member
Jeff Mize	The Columbian

Cager Clabaugh
Stephanie McClintock
Ilana Brown
Dan Barnes
John Martin
Jeffrey Sweeney

ILWU Local 4
UGC
Strategies 360
Community Member
Martin Associates
Martin Associates

APPROVAL OF MINUTES

Regular Meeting of September 10, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the September 10, 2019 regular meeting.

ECONOMIC IMPACT STUDY

Economic Development Project Manager Jim Hagar introduced John Martin with Martin Associates who conducted an updated economic impact study for the Port of Vancouver. Mr. Martin provided the board with a summary of his findings. He explained his methodology and answered questions of the board.

OPEN FORUM

Commissioner Oliver invited comments from the audience.

No public comments were received.

COMMISSIONER AND CEO COMMENTS

No comments were provided by the Commissioners or CEO.

ACTION ITEMS

E-1 Approve Resolution 4-2019: Series 2013 Credit Facility Agreement Modification

Director of Finance & Accounting Scott Goodrich presented the action item and discussed the recommendation with the commission. He also answered questions by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve and adopt the Port of Vancouver USA Resolution 4-2019 authorizing the execution and delivery of other instruments, documents or agreements appropriate to modify the series 2013 Credit Facility Agreement and to extend the final maturity date and amend the applicable rate from time to time and for related matters.

E-2 Approve the Purchase and Sale Agreement between the Washington Ports and the Viks

Economic Development Project Manager Jim Hagar provided the board with the background on the Columbia River Channel, the channel deepening project, maintenance of the channel, and discussed the dredging sites where the Southwest Washington ports, the Port of Portland, and the United States Army Corps of Engineers, through a cooperative agreement, place river dredged material to maintain the river's 43-foot depth.

He stated that Real Estate Manager Kathy Holtby will present the action item which is to approve the purchase and sale agreement between the Washington Ports and the Vik Family. The Vik property is the last of 30 original dredge material disposal sites to be acquired as part of the Columbia River Channel Deepening Project.

Real Estate Manager Kathy Holtby presented the action item and discussed the recommendation with the commission. She, along with Mr. Hagar, answered questions by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the Purchase and Sale Agreement between the Washington Ports and the Viks and authorize the CEO to execute all documents necessary for closing the transaction.

UNFINISHED BUSINESS

No unfinished business was considered at this time.

NEW BUSINESS

No new business was considered at this time.

CEO REPORT

CEO Marler provided a brief update on her recent marketing trip to Europe. She stated they were able to meet with shipping companies and logistics partners to promote the Port of Vancouver.

She also reported that she attended the Association of Washington Business's (AWB) Policy Summit and stated trade was a big discussion point. She indicated the port continues to monitor trends and challenges in that area.

COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- Met with Clark County Councilor Temple Lentz
- Labor Roundtable

Commissioner Orange reported attending the following:

- September 11 Commemoration Event at City Hall
- Event in Portland last Friday

Commissioner Oliver reported attending the following:

- Met with a constituent

He also shared that WPPA hired its new Executive Director. He indicated he is pleased to report that James Thompson, who was acting as the interim Executive Director, was offered the position.

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 would be held on October 8 at 8:30 a.m. She also highlighted several other events including the upcoming Commission Coffee on Wednesday, October 2 beginning at 4:00 p.m. at the Firstenburg Center.

RECESS

The regular meeting was recessed at 9:45 a.m. to sign documents and to prepare for the workshop.

WORKSHOP

Cybersecurity

Commissioner Oliver reopened the meeting at 9:56 a.m. for the Cybersecurity Workshop. Information Security Analyst Chris Carter conducted the workshop on cybersecurity. He

provided examples and discussed possible impacts to the maritime industry and businesses generally. Mr. Carter also provided a brief discussion on what to look for in fake emails. The workshop concluded at 10:20 a.m.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, September 24, 2019 regular meeting was adjourned at 10:20 a.m. by Commissioner Oliver.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, September 24, 2019, Regular
Port of Vancouver USA Board of
Commission Meeting

Jerry Oliver, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Accounts Payable
Title

APPROVED BY:



Director of Finance
& Accounting

10/08/2019

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

BACKGROUND:

September 2019 Vendor Claims:

Voucher Numbers	097679 - 098026	\$ 3,156,401.68
Electronic Payments	09/01/2019 – 09/29/2019	\$ 834,621.15
Payroll Voucher Numbers		\$ 573,455.46
Checks	51119962 - 51119963 51131898	
Direct Deposits	360001 - 360125 390001 - 390125	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2019 Vouchers 097679 – 098026 in the amount of \$3,156,401.68 including Electronic Payments generated between 09/01/2019 – 09/29/2019 in the amount of \$834,621.15 and September 2019 Payroll Checks 51119962 - 51119963 and 51131898 and Payroll Direct Deposits 360001 – 360125 and 390001 – 390125 in the amount of \$573,455.46.

Submitted by:  **CEO**

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___