



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 11, 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 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 September 27, 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, October 10, 2022, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Lease Agreement between the Port of Vancouver USA and Kelly Pipe
 - 2) Approve Lease Agreement between the Port of Vancouver USA and Kline Kids Fishing Nonprofit
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	111305 – 111554	\$ 3,066,535.07
Electronic Payments	09/01/2022 – 09/30/2022	\$ 948,777.33
Payroll Voucher Numbers		\$ 651,718.78
Checks	51753693	
Direct Deposits	360001 – 360130 380001 – 380129	

I) CEO REPORT

- 1) Project Updates
- 2) State Legislative Update

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, October 10, 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, October 11, 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.

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, September 27, 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, September 27, 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 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 September 13, 2022

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the September 13, 2022, regular meeting.

COMMUNITY FUND UPDATE

Community Relations Manager Julie Rawls stated Columbia Play Project was one of the groups selected to receive \$1,500 from the port's Community Fund program. She indicated Columbia Play Project provides early childhood education and family support services to families in Southwest Washington. She stated with the funds the project was able to distribute thirty educational play kits for children to explore water quality and the ecosystems of the Columbia Gorge. She then introduced Columbia Play Project Board Chair Jeanne Bennett who shared details regarding the project.

Ms. Bennett provided an overview of the project and thanked the port for its support. The Board expressed their appreciation to Ms. Bennett and her presentation and work with project.

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 confirmed that there was no one present who signed up to provide comment.

PUBLIC HEARING: PORT REDISTRICTING

Commissioner Burkman opened the public hearing on port redistricting. He stated the notice for the public hearing was published on September 8, 2022, and September 20, 2022, in the *Columbian* newspaper. He indicated a copy of the proposed map, boundary lines, and the legal descriptions have been in the port's lobby and posted on the website since August 9th of this year. He stated copies have also been available by visiting or calling the port offices, and that today's public hearing is the third and final hearing scheduled to be held regarding this process.

Commissioner Burkman confirmed that the port did not receive any requests from the public to comment virtually or in person during this public hearing. He then closed the public hearing.

ACTION ITEMS

E-1 Resolution 7-2022: Reestablishing Boundaries of the Commissioner Districts and Port District Pursuant to RCW 53.16.020 and RCW 29A.76, ET SEQ

Elizabeth Gotelli, Chief Financial and Administrative Officer presented the action item and discussed it with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners after being available to hear all suggestions, comments and discussions concerning revision of Commission boundary lines, adopt and execute Resolution No. 7-2022, re-establishing the boundaries of the Commissioner Districts pursuant to RCW 29A.76.010 and RCW 53.16.020.

E-2 Approve First Amendment to Lease and Termination Agreement between the Port of Vancouver USA and Rocket Delivery Inc.

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and authorize the CEO to execute the First Amendment to Lease and Termination Agreement at 3201 Section H-2 NW Lower River Road between the Port of Vancouver USA and Rocket Delivery Inc.

E-3 Approve Fifth Amendment to Lease between the Port of Vancouver USA and Trobella Cabinetry, Inc.

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and authorize the CEO to execute the Fifth

Amendment to Lease at 3201 Section H-2 NW Lower River Road between the Port of Vancouver USA and Trobella Cabinetry, Inc.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

CEO REPORT

No CEO report was provided.

COMMISSIONERS REPORTS

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

- Washington Public Ports Association Environmental Seminar

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

- Prospective Tenant
- Port Tour
- City of Vancouver City Council Community Engagement
- Greater Portland Inc. Economic Summit

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

- Interstate Bridge Replacement Program Executive Steering Group
- Hispanic Metropolitan Chamber's Heritage Celebration Dinner
- AC Marriott Hotel Grand Opening
- Pacific Northwest Waterways Association General Update

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Commissioner Burkman stated the next commission meeting scheduled for October 11 will begin at 9:30 a.m. He also highlighted several other upcoming community events.

Commissioner Burkman also 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.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:08 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, September 27, 2022, regular meeting was adjourned at 10:13 a.m. by Commissioner Burkman.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, September 27, 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
Alex Strogen	Title
	10/11/2022
SUBJECT:	Approve Lease Agreement between the Port of Vancouver USA and Kelly Pipe Co., LLC.

BACKGROUND:

This lease agreement supports the port's Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

Kelly Pipe Co., LLC (Kelly Pipe) was founded in 1898 and has grown to be one of the largest distributors of pipe in the nation. They have been subleasing space at the port and would like a more permanent location to expand its Vancouver branch.

The purpose of this Lease Agreement is to provide Kelly with a lease of approximately 5 acres of land located within Parcel 1A. If approved, this site will be used for the storage and distribution of steel product arriving via ship and truck. In consideration of this lease, the port will design, permit and prepare the underdeveloped site and Kelly Pipe will contribute the gravel. The initial lease term will be for 3 years, effective when the port completes the ground work or when Kelly Pipe places material onsite, but no later than November 11, 2022. In the event the port finds a long-term opportunity to lease the entire site for development, the port may terminate the Lease with notice as agreed upon in the Lease.

Revenue to the port over the initial lease term will be approximately \$727,078 plus leasehold excise tax, insurance, stormwater recovery fees and common area maintenance fees. Kelly Pipe will employ 4 people on site and associated transportation workers.

Revenue for this lease was not budgeted in the 2022 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at Parcel 1A between the Port of Vancouver USA and Kelly Pipe Co., LLC.

Submitted by: Juliana 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 Business Development
Mike Schiller	Title
APPROVED BY:	Chief Commercial Officer 10/11/2022
Alex Strogon	Title Date
SUBJECT:	Approve Lease Agreement between the Port of Vancouver USA and Klinekids Kids Fishing Nonprofit

BACKGROUND:

This lease supports the port's Strategic Plan goals of supporting growth and economic opportunities for existing tenants as well as building partnerships to advance and communicate shared goals.

Klinekids Kids Fishing Nonprofit (Klinekids Kids) is a nonprofit corporation formed in 2011 that serves children, including low-income, under-privileged, and disabled children. Klinekids Kids hosts an annual two-day fishing derby with related educational opportunities each spring at Salmon Creek Park/Klinekids Pond in Vancouver, Washington with participation of approximately 10,000 persons, including children, their families, and friends.

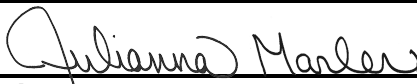
Klinekids Kids has been a port tenant at Building 2701-B since January 2017. If approved, Klinekids Kids will continue leasing 944 square feet for the storage and assembly of fishing rods, rod racks, fishing supplies, bikes, and other materials related to their annual community fishing event. Klinekids Kids will be responsible for repairing and maintaining its Premises in a clean, good repair, safe, and insurable condition.

The lease has a term of 3 years effective October 1, 2022, with either party having the option to terminate at least 90 days prior to each year's anniversary date. The value for the initial term is approximately \$10,195 plus leasehold excise tax, common area maintenance, and stormwater fees.

The value of this lease was projected in the 2022 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to execute the Lease Agreement at 2701-B NW Lower River Road between the Port of Vancouver and Klinekids Kids Fishing Nonprofit.

Submitted by:  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	10/11/2022
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:
September 2022 Vendor Claims:

Voucher Numbers	111305 – 111554	\$ 3,066,535.07
Electronic Payments	09/01/2022 – 09/30/2022	\$ 948,777.33
Payroll Voucher Numbers		\$ 651,718.78
Checks	51753693	
Direct Deposits	360001 – 360130	
	380001 – 380129	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2022 Vouchers 111305 – 111554 in the amount of \$3,066,535.07 including Electronic Payments generated between 09/01/2022 – 09/30/2022 in the amount of \$948,777.33 and September 2022 Payroll Check 51753693 and Payroll Direct Deposits 360001 – 360130 and 380001 – 380129 in the amount of \$651,718.78.

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