



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, October 12, 2021**

- A) **CALL TO ORDER VIRTUAL MEETING\* (8:30 a.m.)**
- B) **EXECUTIVE SESSION**  
None
- C) **OPENING REMARKS (8:30 a.m.)**  
1) Opening Remarks  
2) Approve Minutes of the September 21, 2021 Regular Meeting
- D) **OPEN FORUM**  
1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, October 11, 2021 by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**  
1) Approve Public Works Contract Bid 21-29: Terminal 1 Red Lion Hotel Demolition
- F) **UNFINISHED BUSINESS**  
1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**
- |                         |                         |                 |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers         | 106842 - 107199         | \$ 2,800,216.66 |
| Electronic Payments     | 09/06/2021 – 10/03/2021 | \$ 585,528.42   |
| Payroll Voucher Numbers |                         | \$ 617,718.70   |
| Checks                  | 51563724                |                 |
| Direct Deposits         | 360001 – 360127         |                 |
|                         | 380001 – 380128         |                 |
- I) **CEO REPORT**  
1) Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers  
2) Project Updates
- J) **COMMISSIONERS REPORTS**

**K) WORKSHOP**

None

**L) ADJOURNMENT**

**\*In compliance with the Governor's Emergency Proclamation 20-28, the Port's Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.**

**To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 896 5995 3112 and Passcode number: 150387 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port's website at [www.portvanusa.com](http://www.portvanusa.com).**

**\*\*Public comments are welcome during Open Forum by registering in advance via email to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, October 11, 2021. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, October 12, 2021 will become part of the official meeting record and will be provided to the Commission.**

# Agenda Item No. C-2

**REQUEST FOR COMMISSION ACTION**

**PORT OF VANCOUVER USA**

**REVIEWED BY:**

Executive Services Manager

10/12/2021

Michelle Allan

Title

Date

**APPROVED BY:**

Title

**SUBJECT:**

Minutes of the September 21, 2021 Regular Meeting

## **BACKGROUND:**

Please see attached minutes.

## **Additional Information Attached: Minutes of 09/21/2021 Regular Meeting**

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 21, 2021, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

**Submitted by:** Julianne 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, September 21, 2021**

**CALL TO ORDER**

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, September 21, 2021, via teleconference number 1 (253) 215-8782, conference code: 865 2856 2272 and passcode number: 597162 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

**OPENING REMARKS**

CEO Marler welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. She also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

Eric LaBrant	Port Commission President
Jack Burkman	Port Commission Vice President
Don Orange	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Betsy Rogers	Port Administrative Supervisor
Tiffany Truckey	Port Administrative Assistant
Ben Shoop	Port Construction Inspector
Casey O'Dell	Port Director of Facilities
Chrissy Lyons	Port Commercial and Industrial Sales Manager
Dawn Egbert	Port Procurement Services Manager
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Jack Flug	Port Senior Financial Analyst
Jennifer Brower	Port Procurement & Grant Specialist
Jim Hagar	Port Economic Development Project Manager
Joel Fairchild	Port Project Manager
Jonathan Eder	Port Director of Human Resources
Julie Rawls	Port Community Relations Manager
Kathy Holtby	Port Real Estate Manager
Katie Odem	Port Marketing Communications Manager
Kent Cash	Port Chief Operations Officer

Lori Kaylor	Port Commercial Sales Associate
Mark Newell	Port Project Delivery Manager
Mark Tauscher	Port Environmental Specialist
Mary Mattix	Port Environmental Program Manager
Mason Kae	Port Records Officer
Matt Graves	Port Environmental Manager
Matt Harding	Port Environmental Project Manager
Mike Bomar	Port Director of Economic Development
Mike Schiller	Port Director of Business Development
Mindy Pennington	Port Accounts Payable Specialist
Monty Edberg	Port Director of Engineering & Project Delivery
Phala Le	Port Human Resources Specialist
Randy McCaleb	Port Contract Manager
Richard Troudt	Port Security Manager
Rick Cline	Port Contract Manager
Ryan Hart	Port Chief External Affairs Officer
Sheila Deng	Port Senior Accountant
Thane Giles	Port Project Manager
Therese Lang	Port Director of Communications
Thomas Chidwick	Port General Office Assistant
Todd Krout	Port Director of Operations
Don Steinke	Community Member
Alona Steinke	Community Member
Cathryn Chudy	Community Member
Kristin Edmark	Community Member
Susan Saul	Vancouver Audubon Society
Lori Froehlich	Clark Public Utilities
Alex Aigner	Lincoln Property Company
Lee Morrison	Lincoln Property Company
Patrick Gilligan	Lincoln Property Company
Patricia Sinclair	Lincoln Property Company

Additional members of the public participated in the virtual meeting but were not identified by name.

## **APPROVAL OF MINUTES**

### **Regular Meeting of August 24, 2021**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the August 24, 2021 regular meeting.

## **OPEN FORUM**

CEO Marler stated that the agenda invited public comment on all matters on the agenda and several community members responded to provide comment. She reminded everyone interested in speaking during Open Forum at future meetings to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting. She then called on each community member based on the order in which the port received their request.

### **Cathryn Chudy**

Ms. Chudy discussed a report summarizing the health impacts, science, and feasibility of methane gas. She indicated that the facts in the report show that governments have a strong policy rationale for restricting new gas infrastructure and legislating a rapid transition toward electric and other non-greenhouse gas emitting alternatives in new and existing buildings. She asked the commissioners to consider this when taking action that involves future use of methane gas in new infrastructure.

### **Kristin Edmark**

Ms. Edmark asked the board to support electrification of all port buildings and facilities. She encouraged the port to ensure all lease agreements for new buildings meet sustainability and greenhouse reduction goals and include the Port of Vancouver Sustainability Plan.

### **Susan Saul, Vancouver Audubon Society**

Ms. Saul shared that the latest climate models show that birds are being impacted by climate change. She also stated that experts agree that cutting methane pollution is the quickest and most effective strategy to slow the rate of climate change. She indicated with this in mind and because the port is working on its climate action plan to reduce greenhouse gas emissions, she recommends that all new port leases require buildings be electric.

### **Don Steinke**

Mr. Steinke discussed the Climate Commitment Act that was approved in Olympia and indicated it will ensure the state reduce emissions 50 percent in all sectors by 2030. He stated the City of Vancouver is developing a climate action plan and is committed to reducing emissions. He indicated staff at the city are conducting a series of roundtable discussions with stakeholders and encouraged the port to support the city's goal. He asked the port to keep natural gas out of new construction.

### **Alona Steinke**

Ms. Steinke stated that the climate crisis is today's greatest threat to public health and supports actions to reduce greenhouse gas emissions. She indicated that the port is developing a plan to address global warming by reducing emissions. She stated any new buildings must be electric and solar ready in order to reach these goals.

CEO Marler thanked everyone for their comments.

## **ACTION ITEMS**

### **E-1 Approve First Amendment to Ground Lease and First Amendment to Indemnity Agreement between the Port of Vancouver USA and BOZ Port of Vancouver Owner LLC**

Mike Schiller, Director of Business Development introduced 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 sign and execute the first amendment to ground lease and first amendment to indemnity agreement between the Port of Vancouver and BOZ Port of Vancouver Owner LLC.

### **E-2 Approve Lease Agreement between the Port of Vancouver USA and Lincoln Property Company West, Inc.**

Mike Schiller, Director of Business Development introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried 2-1 (Commissioner Orange voted nay), the Board of Commissioners authorize the CEO to sign and execute the lease and associated documents between the Port of Vancouver USA and Lincoln Property Company West, Inc.

### **E-3 Approve Contracts with APEX Laboratories, LLC, ALS Environmental, and BSK Associates for On-Call Laboratory Testing Services**

Matt Graves, Environmental Manager introduced the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with APEX Laboratories, LLC for a not to exceed amount of \$400,000, a contract with ALS Environmental for a not to exceed amount of \$100,000, and a contract with BSK Associates for a not to exceed amount of \$100,000 to perform on-call lab testing services.

## **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 questions were asked by the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

### **September 28, 2021 Regular Commission Meeting**

CEO Marler stated at this time, there is no business to come before the Board for its second board meeting in September and indicated the September 28, 2021 Regular Meeting will not be held. No concerns were shared by the Commission.

No additional new business was discussed at this time.

## **ACCOUNTS PAYABLE**

Senior Accountant Sheila Deng presented the action item as contained in the Commission's packet and discussed the recommendation with the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of August 2021 Vouchers 106398 – 106841 in the amount of \$3,776,797.22 including Electronic Payments generated between 08/02/2021 – 09/05/2021 in the amount of \$949,587.54 and August 2021 Payroll Direct Deposits 310001 – 310126 and 340001 – 340127 in the amount of \$605,818.62.

## **CEO REPORT**

### **Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers**

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

### **Project Updates**

Mark Newell, Project Delivery Manager provided an update on several port projects, including:

- Terminal 1 Site & Infrastructure
- Terminal 1 Renaissance Trail
- AC Marriott (not a port contractor)
- Terminal Fire Alarm Project
- Terminal 2 Biofiltration Soil & Plant Media Replacement

No questions were asked by the Board.



CEO Marler announced the port will be hosting a free walk-in COVID-19 vaccine clinic on Tuesday, September 28 from 1:00 – 7:00 p.m. at the port's Administration Office. She stated Johnson & Johnson and Pfizer vaccines will be available and no appointment is necessary.

CEO Marler also congratulated Port of Vancouver Commissioner Jack Burkman for being nominated for the Greater Vancouver Chamber of Commerce Statesperson of the Year Award.

### **COMMISSIONERS REPORTS**

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

- Port of Ridgefield Rail Overpass Celebration
- CEO Marler
- Vancouver Peace and Justice Fair

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

- CEO Marler
- Labor Roundtable
- NW Natural Gas Presentation
- Vancouver Downtown Association Stakeholders Forum
- Interstate Bridge Replacement Program Executive Sponsor Group

Commissioner LaBrant stated he attended the following events and meetings and provided a summary on some of the meetings he attended:

- ILWU Local 4
- 9/11 Patriot Day Celebration
- Vancouver Peace and Justice Fair

### **WORKSHOP**

No workshop was held during this meeting.

CEO Marler also 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.

### **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of

Commissioners, the Tuesday, September 21, 2021 regular meeting was adjourned at 9:37 a.m. by CEO Julianna Marler.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, September 21, 2021, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary

# Agenda

## Item No. E-1

**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Engineering  
& Project Delivery

Monty Edberg

Title

**APPROVED BY:**

Chief Operations Officer 10/12/2021

Kent Cash

Title

Date

**SUBJECT:** Approve Public Works Contract for Bid 21-29: Terminal 1 - Red Lion Hotel Demolition

### **BACKGROUND:**

This project supports the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The port is continuing to advance the redevelopment of Terminal 1 by moving forward with the demolition of the former Red Lion Hotel building. This work builds upon the recent Terminal 1 Landing enhancements and the Renaissance Trail project.

The demolition effort will clear the structures from the surface of the original Terminal 1 dock, thereby allowing it to be utilized until such time that it is replaced with a new dock. This will further provide the port with the opportunity to develop a Terminal 1 Marketplace as part of the greater Terminal 1 vision. The removal of the dilapidated buildings will not only be a visual improvement for Terminal 1 but will also augment safety in the area and relieve the maintenance burden of the old structure.

Construction elements of this project include the building demolition and removal of the resulting debris along with modification of the utilities supporting the dock to allow for interim uses. An important part of the project is the salvage of up to 30 timbers from the original Terminal 1 Warehouse. These items will be stored at the port until such time that they can be incorporated into the Marketplace building or in some other phase of the Terminal 1 redevelopment.

On September 8, 2021, the Port of Vancouver issued Invitation to Bid 21-29: Terminal 1 – Red Lion Hotel Demolition. On September 30, 2021, the following bids were received:

Bidder	Location	Amount
Keystone Contracting, Inc.	Ridgefield, WA	\$ 1,302,000.00
Groat Brothers, Inc.	Woodland, WA	\$ 1,503,673.29
Moore Excavation, Inc.	Fairview, OR	\$ 2,028,948.92

Staff has reviewed Keystone Contracting Inc.'s responsive bid and concluded they are a responsible contractor capable of performing the work.

The bid is below the engineer's estimate of \$1,690,500 to \$1,775,000 and the project is included in the approved 2021 annual budget. A portion of funding for this project in the amount of \$980,000 is provided by a legislative capital appropriation, which is being administered by the Washington State Department of Commerce.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a public works contract with Keystone Contracting, Inc., the lowest responsive and responsible bidder, for Bid 21-29: Terminal 1 – Red Lion Hotel Demolition, in the amount of \$1,302,000.00 including Washington State sales tax.

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**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

10/12/2021

Scott D. Goodrich

Title

Date

SUBJECT: VENDOR CLAIMS APPROVAL

## BACKGROUND:

September 2021 Vendor Claims:

Voucher Numbers	106842 - 107199	\$ 2,800,216.66
Electronic Payments	09/06/2021 – 10/03/2021	\$ 585,528.42
Payroll Voucher Numbers		\$ 617,718.70
Checks	51563724	
Direct Deposits	360001 – 360127	
	380001 – 380128	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2021 Vouchers 106842 – 107199 in the amount of \$2,800,216.66 including Electronic Payments generated between 09/06/2021 – 10/03/2021 in the amount of \$585,528.42 and September 2021 Payroll Check 51563724 and Payroll Direct Deposits 360001 – 360127 and 380001 – 380128 in the amount of \$617,718.70.

Submitted by: Julianne Marler, CEO

Date Action Taken \_\_\_\_\_

Motion By: \_\_\_\_\_

Approved: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Deferred To: \_\_\_\_\_

Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_