



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, October 31, 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 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, Pledge of Allegiance
 - 2) Approve Minutes of the September 26, 2023, Regular Meeting
 - 3) Community Fund Update – Vancouver Public Schools Construction Trades
- 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 30, 2023, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Lease between the Port of Vancouver USA and URS Midwest, Inc.
 - 2) Approve Contracts with LSW Architects, Livermore Architecture & Engineering, Inc. and CIDA, Inc. for On-Call Architectural Design Services

F) **UNFINISHED BUSINESS**

1) Port Contracts Logs

G) **NEW BUSINESS**

H) **ACCOUNTS PAYABLE**

Voucher Numbers	115753 – 116117	\$ 4,985,005.83
Electronic Payments	09/01/2023 – 09/30/2023	\$ 1,529,608.38
Payroll Voucher Numbers		\$ 716,207.10
Checks	51917897	
Direct Deposits	360001 – 360138	
	380001 – 380131	

I) **CEO REPORT**

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **WORKSHOP**

None

M) **SIGN DOCUMENTS**

N) **ADMINISTRATIVE UPDATE/WORK SESSION**

2024 Budget

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 30, 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, October 31, 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.

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

	Executive Services Manager	10/31/2023
Michelle Allan	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the September 26, 2023, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 09/26/2023 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the September 26, 2023, 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 26, 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, September 26, 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 that the meeting is being recorded. He stated this meeting is a hybrid meeting so that 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 12, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the September 12, 2023, regular meeting.

OPEN FORUM

Commissioner Orange stated that the agenda invited public comment and asked Chief Financial & Administrative Officer Elizabeth Gotelli if anyone registered in advance to provide virtual oral comments. Chief Gotelli stated one individual requested to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

Chief Gotelli indicated before we take virtual oral testimony, we have a special presentation staff would like to share regarding one of this year's port Community Fund Program recipients. She welcomed Julie Rawls, the port's Community Relations Manager to the podium to share the update.

Community Fund Update – WHY Racing

Community Relations Manager Julie Rawls reminded the Board that part of the port's Community Fund Program is to invite the recipients to come and share with the Board the partnerships they have with the port and how their project supports the port's mission of creating economic benefit for the community and beyond. She welcomed Sherry McMillan, the CEO of WHY Community.

Ms. McMillan talked about the WHY Community Program, in particular the WHY Racing program and the mission behind the WHY program. She discussed the various events such as fun runs, walks, and triathlons that children, at-risk groups, and the community participate in for various community causes. She added the non-profit is a way to invite community members to come together, help build self-esteem while also giving back to the community. She explained how the events also help increase economic benefit to the community. Ms. McMillan thanked the port for its involvement with the nonprofit organization.

Chief Gotelli invited Cathryn Chudy to share her thoughts for Open Forum virtually via Zoom.

Cathryn Chudy

Ms.Chudy discussed renewable energy, in particular solar power. She encouraged the port to invest in solar energy and partner with the Clark County Public Utilities to participate in the Community East Solar Program.

ACTION ITEMS

E-1 Approve Public Works Contract Bid 23-40: Terminal 3 – 2023 Paving Project

Monty Edberg, Director of Engineering and Project Delivery presented 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 public works with Granite Construction Co., the lowest responsive and responsible bidder, for Bid 23 - 40: Terminal 3 - 2023 Paving Project in the amount of \$485,286.80 including Washington State Sales Tax.

E-2 Approve Contract with Mott MacDonald Group, Inc. for Engineering Design and Permitting Services for Terminals 5 & 6

Greg Westrand, Project Manager presented 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 unanimously, the Board of Commissioners authorize the CEO to execute a contract with Mott MacDonald Group, Inc. to perform Engineering Design and Permitting Services for Terminals 5 & 6 for a not to exceed amount of \$2,977,000.

UNFINISHED BUSINESS

No unfinished business was considered.

NEW BUSINESS

No new business was discussed.

COMMISSIONERS REPORTS

Commissioner Burkman provided an update on the following events:

- Washington State's Transportation Commission's meeting
- Seafarers Center 57th Anniversary Event
- RTC Committee Member meetings
- RTC Annual Exit Conference
- PNWA Monthly Conference

Commissioner LaBrant stated he attended the following meeting:

- Greater Vancouver Chamber of Commerce After Hours Event
- Labor Roundtable
- Seafarers Center 57th Anniversary Event
- WPPA Environmental Conference

Commissioner Orange provided an update on the following events and meetings:

- WPPA Environmental Conference
- Port Tour
- Seafarers Center 57th Anniversary Event

Chief Gotelli stated that there was no CEO Report today.

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Chief Gotelli stated the next commission meeting scheduled for October 10, 2023, and will begin at 9:30 a.m. She also highlighted many other upcoming community events.

WORKSHOP

None

SIGN DOCUMENTS

The Board signed documents at 10:17 a.m.

Chief Gotelli reminded everyone of the many ways individuals can communicate with the Commission.

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 26, 2023, regular meeting was adjourned at 10:20 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Administrative
Supervisor, September 26, 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 Business Development	
Mike Schiller	Title	
APPROVED BY:	Chief Commercial Officer	10/31/2023
Alex Strogen	Title	Date
SUBJECT:	Approve Lease Agreement between Port of Vancouver USA and URS Midwest, Inc.	

BACKGROUND:

This lease agreement supports the port's Strategic Plan goals to support growth and economic opportunities for existing tenants that utilize the port's property and infrastructure investments to create jobs and support the economy.

United Road Services, Inc., now known as URS Midwest, Inc. (URS), has been a port tenant since 2003. URS is an industry leader in providing vehicle transport services. The location at 2480 Kotobuki Way is used to receive, store and process automobiles for transport and maintenance of URS's local fleet of semi-trucks and car carriers. URS current lease expires October 31, 2023.

The purpose of this lease agreement is to start a new 5-year term. The new lease will also include 2 extension options for five years each. During the initial term URS will have the right to terminate after the second anniversary of the effective date. The Premises includes 22,440 sf of maintenance shop and office space on an overall site area of approximately 4 acres. URS has 40 full time employees at the Vancouver branch.

If approved, the value of this lease over the initial term is approximately \$1,584,361 plus additional charges for leasehold excise tax, common area maintenance and stormwater recovery fees. In consideration of the new lease the port will perform maintenance and repair of the current storm drain lines and improve security fencing around the Premises.

Revenue for this lease was included in the 2023 approved budget and 2024 preliminary budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at 2480 Kotobuki Way between the Port of Vancouver USA and URS Midwest, Inc.

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 Engineering & Project Delivery
Monty Edberg	Title
APPROVED BY:	Chief Operations Officer 10/31/2023
Kent Cash	Title Date
SUBJECT:	Approve Contracts with LSW Architects, Livermore Architecture & Engineering, Inc. and CIDA, Inc. for On-Call Architectural Design Services

BACKGROUND:

These contracts support the port's strategic plan goal of pursuing opportunities that utilize the Port's property and infrastructure investments to create jobs and support the economy.

The port requires the use of architectural consultants to provide design services and assistance with pre-construction activities such as constructability and risk management reviews, plan and specifications development for bid purposes, construction cost estimates, and the application for permits to build projects. These services also serve to support tenant improvements for marine cargo storage, occupied businesses, maintenance projects on port-owned buildings, and construction of new facilities as needed.

On June 29, 2023, the port issued a Request for Qualifications (RFQ) for On-Call Architectural Design Services. A cross-departmental team evaluated proposals, interviews were conducted, and LSW Architects, located in Vancouver Washington; Livermore Architecture & Engineering, Inc., located in Portland, Oregon; and CIDA, Inc., located in Portland, Oregon were selected as the most qualified consultants to perform the services required by the port.

A contract for each consultant will be issued for five years with the option to extend to complete any open task orders. If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-22: Administrative Authority of the CEO approval process, depending on the amount of the request. A portion of funds used for these contracts are included in the 2024 preliminary budget. Subsequent funds shall be approved through the annual budget approval process.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with LSW Architects for a not-to-exceed amount of \$400,000; a contract with Livermore Architecture & Engineering, Inc., for a not-to-exceed amount of \$400,000; and a contract with CIDA, Inc. for a not-to-exceed amount of \$200,000 to perform on-call architectural services.

Submitted by: <i>Julianne Marler</i> , 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	10/31/2023
Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

September 2023 Vendor Claims:

Voucher Numbers	115753 – 116117	\$ 4,985,005.83
Electronic Payments	09/01/2023 – 09/30/2023	\$ 1,529,608.38
Payroll Voucher Numbers		\$ 716,207.10
Check	51917897	
Direct Deposits	360001 – 360138	
	380001 – 380131	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of September 2023 Vouchers 115753 – 116117 in the amount of \$4,985,005.83 including Electronic Payments generated between 09/01/2023 – 09/30/2023 in the amount of \$1,529,608.38 and September 2023 Payroll Check 51917897 and Payroll Direct Deposits 360001 – 360138 and 380001 – 380131 in the amount of \$716,207.10.

Submitted by: <i>Juliana Marler</i> , CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes___ No___