



# Port of Vancouver USA

**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, November 8, 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](http://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 October 25, 2022, Regular Meeting
  - 3) Community Fund Update
- 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, November 7, 2022, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*
- E) **ACTION ITEMS**
  - 1) Approve 2023 Preliminary Budget
- F) **UNFINISHED BUSINESS**
  - 1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	111561 – 111892	\$ 6,619,610.91
Electronic Payments	10/01/2022 – 10/31/2022	\$ 745,347.60
Payroll Voucher Numbers		\$ 638,919.24
Checks		
Direct Deposits	400001 – 400127	
	420001 – 420125	

**I) CEO REPORT**

1) Project Updates

**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](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, November 7, 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, November 8, 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](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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**REQUEST FOR COMMISSION ACTION      PORT OF VANCOUVER USA**

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**REVIEWED BY:**

	Executive Services Manager	11/08/2022
Michelle Allan	Title	Date

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**APPROVED BY:**

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Title

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**SUBJECT:**      Minutes of the October 25, 2022 Regular Meeting

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**BACKGROUND:**

Please see attached minutes.

**Additional Information Attached: Minutes of 10/25/2022 Regular Meeting**

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the October 25, 2022, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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**Submitted by:** *Julianne Marler* , CEO

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**Date Action Taken** \_\_\_\_\_ **Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_ **Unanimous:    Yes** \_\_\_ **No** \_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 25, 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, October 25, 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 October 11, 2022**

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 11, 2022, regular meeting as updated with the NW 32<sup>nd</sup> Street project being added to the port's legislative agenda.

**OPEN FORUM**

Commissioner Burkman stated that the agenda invited public comment but indicated no community members registered in advance to provide virtual oral comments. CEO Marler indicated two community members were present who signed up to provide comment.

**Ron Morrison**

Mr. Morrison inquired about C-Tran's rideshare program and how it has been going. He noticed the numbers were low. He also mentioned that he is a long-term supporter of the Fort Vancouver Seafarers Center and indicated it is a great program.

## **Kent Williams**

Mr. Williams stated the Fort Vancouver Seafarers Center has had a proud relationship with the port since 1966. He also provided an update on the Seafarers Center efforts throughout the COVID pandemic.

Commissioner Burkman thanked each community member for their comments.

## **ACTION ITEMS**

### **E-1 Approve Change Orders #7 and #8 for Public Works Contract Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project**

Mark Newell, Project Delivery 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 change orders #7 and #8 in the amounts of \$146,973.26 and \$274,551.81, respectively, with James W. Fowler Company for Public Works Contract Bid 20-39: Terminal 1 Vancouver Landing Site and Infrastructure Project, revising the total contract amount to \$3,746,772.67 including Washington State Sales Tax.

## **UNFINISHED BUSINESS**

No unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **CEO REPORT**

CEO Marler stated she attended the following events and provided a brief summary:

- Pacific Northwest Waterways Association Annual Conference
- American Association of Port Authorities Annual Convention

## **COMMISSIONERS REPORTS**

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

- Pacific Northwest Waterways Association Annual Conference

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

- Pacific Northwest Waterways Association Annual Conference

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

- Pacific Northwest Waterways Association Annual Conference
- City of Vancouver Mayor and viewing of Fort Vancouver Tapestry

## **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 November 8 will begin at 9:30 a.m. She 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.

## **RECESS**

Commissioner Burkman called a recess from 10:00 a.m. to 10:20 a.m. to sign documents and prepare for the administrative work session.

## **ADMINISTRATIVE UPDATE / WORK SESSION**

### **2023 Preliminary Budget**

Scott Goodrich, Director of Finance & Accounting led the administrative work session. He shared with the Board the thorough process staff followed to prepare the proposed 2023 budget for review today. He added that the process is an organization-wide effort, and he appreciates the time of each team member. Department leads then shared their proposed budgets and answered questions by the Board.

## **RECESS**

A recess was called at 10:55 a.m. for a short break and at 11:05 a.m., the meeting reconvened with a continuation of the administrative work session.

Another recess was called at 12:09 p.m. for a short lunch break and at 12:30 p.m., the meeting reconvened with a continuation of the administrative work session.

**ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 25, 2022, regular meeting was adjourned at 1:12 p.m. by Commissioner Burkman.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, October 25, 2022, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Jack Burkman, President

\_\_\_\_\_  
Don Orange, Vice President

\_\_\_\_\_  
Eric LaBrant, Secretary

# Agenda Item No. E-1

**REQUEST FOR COMMISSION ACTION  
REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Finance  
& Accounting

Scott D. Goodrich

Title

**APPROVED BY:**

Chief Financial and  
Administrative Officer

11/08/2022

Elizabeth Gotelli

Title

Date

**SUBJECT:** Approve 2023 Preliminary Budget

**BACKGROUND:**

Each year, as part of the annual budget process, staff prepares a preliminary budget document. Per RCW 53.35.010, the preliminary budget of the port district for the ensuing fiscal year will show the estimated expenditures and the anticipated available funds.

The attached 2023 preliminary budget shows the estimated expenditures and the anticipated sources of funds from which all expenditures are to be paid.

An administrative work session was held on October 25, 2022, to review the port's recommended 2023 budget. Port of Vancouver staff presented the Board of Commissioners with an overview of proposed department budgets, the 2023 capital program, a financing overview, and a tax levy to consider. The administrative work session was open to the public.

The final budget will be adjusted based on input resulting from the administrative work session and today's discussion with the Board of Commissioners. The final budget and tax levy are anticipated to be presented at the November 22, 2022, Board of Commissioners meeting, which will include a public hearing to hear feedback from the public regarding the proposed 2023 budget. Following the public hearing, the Commissioners may take action to adopt the final budget.

**Additional Information Attached? Yes**

**RECOMMENDATION:** That the Board of Commissioners adopt the 2023 preliminary budget as presented.

**Submitted by:** *Juliana Marler*, CEO

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

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

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

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

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

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

## 2023 Preliminary Budget

<u>SOURCES</u>	
Operating Revenues	
15-Rail	1,420,058
16-Finance & Accounting	120,000
18-Commercial	269,629
19-Industrial	13,947,726
20-Facilities	100,000
21-Marine Operations	21,920,651
22-Security	545,634
40-Marine Terminal	11,146,417
Total Operating Revenues	<u>\$ 49,470,115</u>
Non-operating Revenues	
Ad Valorem Taxes	13,048,204
Interest Income	1,290,000
Grants & Other Contributions	2,222,120
Proceeds from Sale of Property	10,000
Other	88,600
Total Non-operating Revenues	<u>\$ 16,658,924</u>
Total Revenues	\$ 66,129,039
Transfer from General Fund/Financing	\$ 11,638,400
<b>TOTAL SOURCES</b>	<b><u>\$ 77,767,439</u></b>

<u>USES</u>	
Operating Expenses	
05-Executive	1,004,390
06-Economic Development	794,199
10-Administration	1,672,952
11-External Affairs	1,950,589
12-Information Technology	1,600,126
13-Procurement & Contracts	583,865
14-Human Resources	463,885
15-Rail	1,411,920
16-Finance & Accounting	2,757,743
17-Sales	2,317,901
18-Commercial	311,000
19-Industrial	1,890,900
20-Facilities	7,799,937
21-Marine Operations	2,122,248
22-Security	2,795,613
32-Environmental	1,624,888
40-Marine Terminal	11,560,956
Total Operating Expenses	<u>\$ 42,663,112</u>
Non-operating Expenses	
Debt Service	10,339,132
Environmental Remediation	1,060,175
Other Non-Operating Expenses	1,145,000
Total Non-operating Expenses	<u>\$ 12,544,307</u>
Total Expenses	\$ 55,207,419
Capital Projects	\$ 22,560,020
<b>TOTAL USES</b>	<b><u>\$ 77,767,439</u></b>

# Agenda Item No. H-1

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<b>REQUEST FOR COMMISSION ACTION</b>	<b>PORT OF VANCOUVER USA</b>
<b>REVIEWED BY:</b>	
Accounts Payable	
Title	
<b>APPROVED BY:</b>	
Director of Finance	
& Accounting	
Scott D. Goodrich	11/08/2022
Title	Date
<b>SUBJECT:       VENDOR CLAIMS APPROVAL</b>	

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**BACKGROUND:**

October 2022 Vendor Claims:

Voucher Numbers	111561 – 111892	\$ 6,619,610.91
Electronic Payments	10/01/2022 – 10/31/2022	\$ 745,347.60
Payroll Voucher Numbers		\$ 638,919.24
Checks		
Direct Deposits	400001 – 400127	
	420001 – 420125	

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of October 2022 Vouchers 111561 – 111892 in the amount of \$6,619,610.91 including Electronic Payments generated between 10/01/2022 – 10/31/2022 in the amount of \$745,347.60 and October 2022 Payroll Direct Deposits 400001 – 400127 and 420001 – 420125 in the amount of \$638,919.24.

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**Submitted by:** Julianne Marler, CEO

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<b>Date Action Taken</b> _____	<b>Motion By:</b> _____
<b>Approved:</b> _____	<b>Seconded By:</b> _____
<b>Deferred To:</b> _____	<b>Unanimous:</b> Yes ___   No ___